

# Anastasia Mosquito Control District

of St. Johns County



District Board Meeting

**October 10, 2019**

Thursday at

**5:00 P.M**



ANASTASIA MOSQUITO CONTROL DISTRICT  
ST. JOHNS COUNTY

PROPOSED AGENDA

Thursday, October 10, 2019  
5:00 P.M.

**Invocation and Pledge:** *Commissioner Howell*

**Consent Items: APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes:
  - a. Regular Board Meeting, September 12, 2019 at 5:00 P.M.
  - b. First Public Hearing, September 12, 2019 at 5:30 P.M.
  - c. Final Public Hearing, September 26, 2019 at 5:30 P.M.
5. AMCA Annual Meeting (2 Commissioners), Portland, OR (March 16-20, 2020);  
FMCA Dodd Short Courses (all 5 Commissioners), Gainesville, FL, (Feb. 3-7,  
2020)
6. Commissioner Girvan to visit MosquitoMate in October – November 2019
7. Change Title, Mr. Scott Hanna, from Accountant to Chief Financial Officer (C.F.O.)
8. Winter Work Hours
9. Christmas Bonus Checks
10. MOU (#25491) Renewal between FDACS and AMCD (10-1-19 to 9-30-20)
11. Policy Revisions; Probation (from 6 months to 1 year) and Licensed Interns  
(holiday pay and annual leave) (Leave computation from calendar to Fiscal year)
12. Annual Physical Inventory Report
13. Quarterly Budget Analysis
14. Budget Amendments ~ NONE

**Unfinished Business:**

1. Construction Project Summary Report ~ *Mr. Bill Youker, V.P., Harrell Construction Co., Inc. (15 min)*
2. Discussion and input on Disease Vector Education Center ~ *Dr. Rui-De Xue and Board members (20 min)*

**New Business:**

1. RFP for Site Plan, Permits, and Design for the Disease Vector Education Center Building
2. Discussion and Authority for staff for Feasibility Study on Solar System for AMCD facilities ~ *Commissioner Gary Howell (15 min)*

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments: FOR INFORMATION PURPOSES ONLY**

1. None

# CONSENTS

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

**TREASURER'S REPORT**

**September 2019 Reconcile**

Report for October, 2019 Meeting

Cash Balances Ending:

9/30/19

Local Fund	\$	480,290.87
S.B.A. Fund	\$	5,854,839.87
<b>Total Funds as of 09/30/19</b>	<b>\$</b>	<b>6,335,130.74</b>

Source of Income Local/ SBA Fund:

9/30/19

Taxes	\$	-	
Prior Year Tax Distrib.	\$	-	
SBA Fund- Return on Investment	\$	11,084.08	
Local Fund, Interest	\$	-	
Grant Money	\$	5,000.00	Thermacell Repellants, Inc.
Salvage	\$	330.22	
Dormatory Rent	\$	1,300.00	
<b>Total Deposits by 09/30/19</b>	<b>\$</b>	<b>17,714.30</b>	

**CHEMICAL & INSECTICIDE INVENTORY**

Report for October, 2019 Meeting

Summary

**VOUCHERS PRESENTED**

Report for October, 2019 Meeting

Local Fund      several

**Anastasia Mosquito Control District**  
**VOUCHERS (Electronic Bill Pay & Canceled Checks)**  
**From 09/01/2019 through 09/30/2019**

Date	Num	Name	Memo	Clr	Amount	Balance
<b>110 - Wells Fargo Bank - Local</b>						952,447.88
<b>110-A - QuickBooks Bill Pay</b>						-8,652,354.96
09/04/2019	6858	Advanced Dispo...	PW004328	X	-152.79	-8,652,507.75
09/04/2019	6859	AFLAC	HZQ29	X	-72.72	-8,652,580.47
09/04/2019	6860	COPYFAX	AM03	X	-181.38	-8,652,761.85
09/04/2019	6861	Guardian	Group ID#00 473459	X	-357.89	-8,653,119.74
09/04/2019	6862	L.V. Hiers, Inc.	Cust#ANAMOS	X	-2,543.19	-8,655,662.93
09/04/2019	6863	Staples Credit P...	601110001960020	X	-622.94	-8,656,285.87
09/04/2019	6864	Strate Welding ...	Cust#2464740	X	-154.10	-8,656,439.97
09/04/2019	6865	Walmart Comm...	6032 2020 0039 2663	X	-141.69	-8,656,581.66
09/12/2019	6866	Augustine Alar...	18081	X	-162.97	-8,656,744.63
09/12/2019	6867	Florida Janitor &...	Acct#STJOH380	X	-429.83	-8,657,174.46
09/12/2019	6868	Hagan Ace Mg...	ACCT#704012	X	-75.45	-8,657,249.91
09/12/2019	6869	L.V. Hiers, Inc.	Cust#ANAMOS	X	-5,483.64	-8,662,733.55
09/12/2019	6870	Legal Shield	Group#0144087	X	-57.80	-8,662,791.35
09/12/2019	6871	QUEST DIAGN...	10356110	X	-48.40	-8,662,839.75
09/12/2019	6872	Turner Ace Har...	ACCT#107	X	-9.99	-8,662,849.74
09/17/2019	6873	Advance Auto P...	9530571521	X	-66.92	-8,662,916.66
09/17/2019	6874	Braddock's Sma...	Order#669-5733	X	-48.00	-8,662,964.66
09/17/2019	6875	Comcast Busine...	906116964	X	-426.70	-8,663,391.36
09/17/2019	6876	COMCAST TV-I...	8495-74-310-1079424	X	-373.15	-8,663,764.51
09/17/2019	6877	FPL - EOC DR-...	54682-33191	X	-1,625.11	-8,665,389.62
09/17/2019	6878	FPL - EOC DR -...	37751-46008	X	-1,048.81	-8,666,438.43
09/17/2019	6879	Mobisoft Infotech	VCMS Develop	X	-360.00	-8,666,798.43
09/17/2019	6880	Rays Tire & Srv...	Acct#512503472	X	-1,076.42	-8,667,874.85
09/17/2019	6881	St. Johns Count...	Account#000020	X	-53.01	-8,667,927.86
09/17/2019	6882	The Feed Store	00300	X	-481.25	-8,668,409.11
09/17/2019	6883	The Home Depot	6035322500357292	X	-444.85	-8,668,853.96
09/17/2019	6884	TPH The Parts ...	23256	X	-332.81	-8,669,186.77
09/18/2019	6885	Florida Mosquit...	FEIN#59-1819301	X	-4,454.00	-8,673,640.77
09/19/2019	6886	Vector Control ...	AMCD GLP	X	-5,000.00	-8,678,640.77
09/25/2019	6887	Augustine Alar...	18081	X	-1,755.00	-8,680,395.77
09/25/2019	6888	Blue Cross Blue...	A5658	X	-23,686.24	-8,704,082.01
09/25/2019	6889	Cintas Corporati...	280-01247	X	-471.60	-8,704,553.61
09/25/2019	6890	DiscoverTec	ANAS001	X	-50.00	-8,704,603.61
09/25/2019	6891	Lewis Longman ...	ID#4370-001	X	-1,250.00	-8,705,853.61
09/25/2019	6892	St. Johns Count...	500562-129798	X	-466.49	-8,706,320.10
09/25/2019	6893	Strate Welding ...	Cust#2464740	X	-54.29	-8,706,374.39
09/25/2019	6894	United Concordia	Recipient 000243770	X	-1,278.72	-8,707,653.11
09/25/2019	6895	Verizon Wireles...	942060161-00001	X	-1,002.43	-8,708,655.54
09/26/2019	6896	Bank of America	4356 2200 0207 4579	X	-3,493.33	-8,712,148.87
<b>Total 110-A - QuickBooks Bill Pay</b>					<b>-59,793.91</b>	<b>-8,712,148.87</b>
<b>110 - Wells Fargo Bank - Local - Other</b>						9,604,802.84
09/02/2019	Direct D...	Don Girvan		X	-100.00	9,604,702.84
09/02/2019	Direct D...	Gary Howell		X	-100.00	9,604,602.84
09/02/2019	Direct D...	Gina LeBlanc		X	-100.00	9,604,502.84
09/02/2019	Direct D...	Jeanne Moeller		X	-100.00	9,604,402.84
09/02/2019	Direct D...	Panagiota Becker		X	-100.00	9,604,302.84
09/05/2019	9-#419	Lea Bangonan	August 2019 Rent	X	291.00	9,604,593.84
09/05/2019		QUICKBOOKS ...		X	-15.95	9,604,577.89
09/05/2019		QUICKBOOKS ...		X	-20.85	9,604,557.04
09/06/2019	9-#420	Payroll	Taxes Withheld	X	-13,952.54	9,590,604.50
09/06/2019	9-#420	Payroll	Bank Account, Other	X	-1,684.39	9,588,920.11
09/06/2019	9-#420	Payroll	Credit Union	X	-718.39	9,588,201.72
09/06/2019	9-#420	Payroll	Net Pay to Bank	X	-42,300.55	9,545,901.17
09/06/2019	7463	Nationwide Retir...	Entity Code#003718...	X	-1,000.00	9,544,901.17
09/06/2019	7464	US Department ...	Tracing# 1017189061	X	-138.79	9,544,762.38
09/09/2019	Direct D...	Ruide Xue	Taxi fees Reimburse...	X	-43.00	9,544,719.38
09/09/2019	9-#427	Dr. Vindhya Ary...	September 2019 Rent	X	388.10	9,545,107.48
09/09/2019	9-#425	Mandi Pearson	September 2019 Rent	X	291.00	9,545,398.48
09/09/2019	9-#419	Lea Bangonan	September 2019 Rent	X	291.00	9,545,689.48
09/09/2019	9-#417	Florida Retirem...	FRS August 2019 E...	X	-14,298.81	9,531,390.67
09/11/2019		wells Fargo		X	-249.39	9,531,141.28
09/12/2019	7465	Kiwanis Founda...	Advertisement	X	-150.00	9,530,991.28
09/12/2019	Direct D...	Caroline Efstathi...		X	-20.00	9,530,971.28
09/12/2019	Direct D...	Kai Blore		X	-20.00	9,530,951.28
09/18/2019	7466	Nationwide Retir...	Entity Code#003718...	X	-1,000.00	9,529,951.28

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10/01/19

Accrual Basis

## Anastasia Mosquito Control District

### VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 09/01/2019 through 09/30/2019

Date	Num	Name	Memo	Clr	Amount	Balance
09/18/2019	7467	ThompsonBaker...	Acct#ANAST-3		-129,129.00	9,400,822.28
09/18/2019	7468	US Department ...	Tracing# 1017189061		-138.79	9,400,683.49
09/18/2019	7469	ThompsonBaker...	Acct#ANAST-3	X	-44.00	9,400,639.49
09/18/2019	Direct D...	Dr. Farooq		X	-1,680.00	9,398,959.49
09/19/2019	Direct D...	Gary Howell		X	-481.48	9,398,478.01
09/19/2019	Direct D...	Jeanne Moeller		X	-481.48	9,397,996.53
09/19/2019	Direct D...	Ruide Xue	Travel DC	X	-333.00	9,397,663.53
09/20/2019	9-#420	Payroll	Taxes Withheld	X	-14,815.30	9,382,848.23
09/20/2019	9-#420	Payroll	Bank Account, Other	X	-1,794.09	9,381,054.14
09/20/2019	9-#420	Payroll	Credit Union	X	-718.39	9,380,335.75
09/20/2019	9-#420	Payroll	Net Pay to Bank	X	-44,286.66	9,336,049.09
09/20/2019	7470	Harrell Construc...	AMCD Complex	X	-143,462.92	9,192,586.17
09/20/2019			Deposit	X	860.28	9,193,446.45
09/20/2019	Direct D...	Kai Blore		X	-20.00	9,193,426.45
09/25/2019	7471	Noland Company	00553-001350		-1,050.00	9,192,376.45
09/25/2019	7472	Ring Power Cor...	Cust#751133		-4,525.00	9,187,851.45
09/26/2019			Deposit	X	5,311.02	9,193,162.47
09/27/2019	WIRE	AG-NAV Inc.	Items purchased SE...	X	-466.33	9,192,696.14
09/30/2019	Direct D...	Gary Howell		X	-77.50	9,192,618.64
09/30/2019	Direct D...	Jeanne Moeller		X	-109.00	9,192,509.64
09/30/2019	Direct D...	Ruide Xue		X	-30.00	9,192,479.64
09/30/2019	Direct D...	Scott Hanna	employee	X	-19.90	9,192,459.74
09/30/2019	Direct D...	Kai Blore		X	-20.00	9,192,439.74
Total 110 · Wells Fargo Bank - Local - Other					-412,363.10	9,192,439.74
Total 110 · Wells Fargo Bank - Local					-472,157.01	480,290.87
<b>TOTAL</b>					<b>-472,157.01</b>	<b>480,290.87</b>

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10/01/19

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
**110 · Wells Fargo Bank - Local, Period Ending 09/30/2019**

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	Sep 30, 19
<b>Beginning Balance</b>	1,033,435.22
<b>Cleared Transactions</b>	
Checks and Payments - 77 items	-421,903.84
Deposits and Credits - 6 items	7,432.40
<b>Total Cleared Transactions</b>	-414,471.44
<b>Cleared Balance</b>	<u>618,963.78</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 8 items	-138,672.91
<b>Total Uncleared Transactions</b>	-138,672.91
<b>Register Balance as of 09/30/2019</b>	<u>480,290.87</u>
<b>New Transactions</b>	
Checks and Payments - 12 items	-18,557.37
<b>Total New Transactions</b>	-18,557.37
<b>Ending Balance</b>	<u><u>461,733.50</u></u>



**Anastasia Mosquito Control District**  
**Reconciliation Detail**  
**110 - Wells Fargo Bank - Local, Period Ending 09/30/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,033,435.22
<b>Cleared Transactions</b>						
<b>Checks and Payments - 77 Items</b>						
Bill Pmt -Check	04/25/2019	7414	VyStar Credit Union	X	-1,834.52	-1,834.52
Bill Pmt -Check	08/29/2019	7462	Ring Power Corpora...	X	-77,453.00	-79,287.52
Bill Pmt -Check	08/29/2019	6857	Verizon Wireless Ce...	X	-1,019.82	-80,307.34
Bill Pmt -Check	08/29/2019	7460	Noland Company	X	-575.00	-80,882.34
Bill Pmt -Check	08/29/2019	6856	Sigma Scientific, LLC	X	-105.00	-80,987.34
Bill Pmt -Check	09/02/2019	Direct ...	Panagiota Becker	X	-100.00	-81,087.34
Bill Pmt -Check	09/02/2019	Direct ...	Jeanne Moeller	X	-100.00	-81,187.34
Bill Pmt -Check	09/02/2019	Direct ...	Don Girvan	X	-100.00	-81,287.34
Bill Pmt -Check	09/02/2019	Direct ...	Gary Howell	X	-100.00	-81,387.34
Bill Pmt -Check	09/02/2019	Direct ...	Gina LeBlanc	X	-100.00	-81,487.34
Bill Pmt -Check	09/04/2019	6862	L.V. Hiers, Inc.	X	-2,543.19	-84,030.53
Bill Pmt -Check	09/04/2019	6863	Staples Credit Plan	X	-622.94	-84,653.47
Bill Pmt -Check	09/04/2019	6861	Guardian	X	-357.89	-85,011.36
Bill Pmt -Check	09/04/2019	6860	COPYFAX	X	-181.38	-85,192.74
Bill Pmt -Check	09/04/2019	6864	Strate Welding Sup...	X	-154.10	-85,346.84
Bill Pmt -Check	09/04/2019	6858	Advanced Disposal	X	-152.79	-85,499.63
Bill Pmt -Check	09/04/2019	6865	Walmart Community	X	-141.69	-85,641.32
Bill Pmt -Check	09/04/2019	6859	AFLAC	X	-72.72	-85,714.04
Check	09/05/2019		QUICKBOOKS BILL...	X	-20.85	-85,734.89
Check	09/05/2019		QUICKBOOKS BILL...	X	-15.95	-85,750.84
General Journal	09/06/2019	9-#420	Payroll	X	-42,300.55	-128,051.39
General Journal	09/06/2019	9-#420	Payroll	X	-13,952.54	-142,003.93
General Journal	09/06/2019	9-#420	Payroll	X	-1,684.39	-143,688.32
Bill Pmt -Check	09/06/2019	7463	Nationwide Retirem...	X	-1,000.00	-144,688.32
General Journal	09/06/2019	9-#420	Payroll	X	-718.39	-145,406.71
General Journal	09/09/2019	9-#417	Florida Retirement S...	X	-14,298.81	-159,705.52
Bill Pmt -Check	09/09/2019	Direct ...	Ruide Xue	X	-43.00	-159,748.52
Check	09/11/2019		wells Fargo	X	-249.39	-159,997.91
Bill Pmt -Check	09/12/2019	6869	L.V. Hiers, Inc.	X	-5,483.64	-165,481.55
Bill Pmt -Check	09/12/2019	6867	Florida Janitor & Pa...	X	-429.83	-165,911.38
Bill Pmt -Check	09/12/2019	6866	Augustine Alarm, Fir...	X	-162.97	-166,074.35
Bill Pmt -Check	09/12/2019	6868	Hagan Ace Mgmt. C...	X	-75.45	-166,149.80
Bill Pmt -Check	09/12/2019	6870	Legal Shield	X	-57.80	-166,207.60
Bill Pmt -Check	09/12/2019	6871	QUEST DIAGNOST...	X	-48.40	-166,256.00
Bill Pmt -Check	09/12/2019	Direct ...	Kai Blore	X	-20.00	-166,276.00
Bill Pmt -Check	09/12/2019	Direct ...	Caroline Efstathion	X	-20.00	-166,296.00
Bill Pmt -Check	09/12/2019	6872	Turner Ace Hardware	X	-9.99	-166,305.99
Bill Pmt -Check	09/17/2019	6877	FPL - EOC DR-Main...	X	-1,625.11	-167,931.10
Bill Pmt -Check	09/17/2019	6880	Rays Tire & Srvc Ctr...	X	-1,076.42	-169,007.52
Bill Pmt -Check	09/17/2019	6878	FPL - EOC DR - Re...	X	-1,048.81	-170,056.33
Bill Pmt -Check	09/17/2019	6882	The Feed Store	X	-481.25	-170,537.58
Bill Pmt -Check	09/17/2019	6883	The Home Depot	X	-444.85	-170,982.43
Bill Pmt -Check	09/17/2019	6875	Comcast Business -...	X	-426.70	-171,409.13
Bill Pmt -Check	09/17/2019	6876	COMCAST TV-Inter...	X	-373.15	-171,782.28
Bill Pmt -Check	09/17/2019	6879	Mobisoft Infotech	X	-360.00	-172,142.28
Bill Pmt -Check	09/17/2019	6884	TPH The Parts House	X	-332.81	-172,475.09
Bill Pmt -Check	09/17/2019	6873	Advance Auto Parts	X	-66.92	-172,542.01
Bill Pmt -Check	09/17/2019	6881	St. Johns County So...	X	-53.01	-172,595.02
Bill Pmt -Check	09/18/2019	6885	Florida Mosquito Co...	X	-4,454.00	-177,049.02
Bill Pmt -Check	09/18/2019	Direct ...	Dr. Farooq	X	-1,680.00	-178,729.02
Bill Pmt -Check	09/18/2019	7466	Nationwide Retirem...	X	-1,000.00	-179,729.02
Bill Pmt -Check	09/18/2019	7469	ThompsonBaker Ag...	X	-44.00	-179,773.02
Bill Pmt -Check	09/19/2019	6886	Vector Control Cons...	X	-5,000.00	-184,773.02
Bill Pmt -Check	09/19/2019	Direct ...	Jeanne Moeller	X	-481.48	-185,254.50
Bill Pmt -Check	09/19/2019	Direct ...	Gary Howell	X	-481.48	-185,735.98
Bill Pmt -Check	09/19/2019	Direct ...	Ruide Xue	X	-333.00	-186,068.98
Bill Pmt -Check	09/20/2019	7470	Harrell Construction ...	X	-143,462.92	-329,531.90
General Journal	09/20/2019	9-#420	Payroll	X	-44,286.66	-373,818.56
General Journal	09/20/2019	9-#420	Payroll	X	-14,815.30	-388,633.86
General Journal	09/20/2019	9-#420	Payroll	X	-1,794.09	-390,427.95
General Journal	09/20/2019	9-#420	Payroll	X	-718.39	-391,146.34
Bill Pmt -Check	09/20/2019	Direct ...	Kai Blore	X	-20.00	-391,166.34
Bill Pmt -Check	09/25/2019	6888	Blue Cross Blue Shi...	X	-23,686.24	-414,852.58
Bill Pmt -Check	09/25/2019	6887	Augustine Alarm, Fir...	X	-1,755.00	-416,607.58
Bill Pmt -Check	09/25/2019	6894	United Concordia	X	-1,278.72	-417,886.30

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	09/25/2019	6891	Lewis Longman & ...	X	-1,250.00	-419,136.30
Bill Pmt -Check	09/25/2019	6895	Verizon Wireless Ce...	X	-1,002.43	-420,138.73
Bill Pmt -Check	09/25/2019	6889	Cintas Corporation-...	X	-471.60	-420,610.33
Bill Pmt -Check	09/25/2019	6892	St. Johns County Uti...	X	-466.49	-421,076.82
Bill Pmt -Check	09/25/2019	6893	Strate Welding Sup...	X	-54.29	-421,131.11
Bill Pmt -Check	09/25/2019	6890	DiscoverTec	X	-50.00	-421,181.11
Bill Pmt -Check	09/27/2019	WIRE	AG-NAV Inc.	X	-466.33	-421,647.44
Bill Pmt -Check	09/30/2019	Direct ...	Jeanne Moeller	X	-109.00	-421,756.44
Bill Pmt -Check	09/30/2019	Direct ...	Gary Howell	X	-77.50	-421,833.94
Bill Pmt -Check	09/30/2019	Direct ...	Ruide Xue	X	-30.00	-421,863.94
Bill Pmt -Check	09/30/2019	Direct ...	Kai Blore	X	-20.00	-421,883.94
Bill Pmt -Check	09/30/2019	Direct ...	Scott Hanna	X	-19.90	-421,903.84
Total Checks and Payments					-421,903.84	-421,903.84
<b>Deposits and Credits - 6 items</b>						
General Journal	09/05/2019	9-#419	Lea Bangonan	X	291.00	291.00
General Journal	09/09/2019	9-#425	Mandi Pearson	X	291.00	582.00
General Journal	09/09/2019	9-#419	Lea Bangonan	X	291.00	873.00
General Journal	09/09/2019	9-#427	Dr. Vindhya Aryapre...	X	388.10	1,261.10
Deposit	09/20/2019			X	860.28	2,121.38
Deposit	09/26/2019			X	5,311.02	7,432.40
Total Deposits and Credits					7,432.40	7,432.40
Total Cleared Transactions					-414,471.44	-414,471.44
Cleared Balance					-414,471.44	618,963.78
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Bill Pmt -Check	09/06/2019	7464	US Department of E...		-138.79	-138.79
Bill Pmt -Check	09/12/2019	7465	Kiwanis Foundation		-150.00	-288.79
Bill Pmt -Check	09/17/2019	6874	Braddock's Small E...		-48.00	-336.79
Bill Pmt -Check	09/18/2019	7467	ThompsonBaker Ag...		-129,129.00	-129,465.79
Bill Pmt -Check	09/18/2019	7468	US Department of E...		-138.79	-129,604.58
Bill Pmt -Check	09/25/2019	7472	Ring Power Corpora...		-4,525.00	-134,129.58
Bill Pmt -Check	09/25/2019	7471	Noland Company		-1,050.00	-135,179.58
Bill Pmt -Check	09/26/2019	6896	Bank of America		-3,493.33	-138,672.91
Total Checks and Payments					-138,672.91	-138,672.91
Total Uncleared Transactions					-138,672.91	-138,672.91
Register Balance as of 09/30/2019					-553,144.35	480,290.87
<b>New Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Bill Pmt -Check	10/01/2019	7473	Sigma Scientific, LLC		-6,479.75	-6,479.75
Bill Pmt -Check	10/01/2019	7474	Stan Weaver & Com...		-1,525.00	-8,004.75
Bill Pmt -Check	10/02/2019	6899	ULINE		-782.98	-8,787.73
Bill Pmt -Check	10/02/2019	6898	Staples Credit Plan		-625.78	-9,413.51
Bill Pmt -Check	10/02/2019	6897	Guardian		-362.19	-9,775.70
Bill Pmt -Check	10/02/2019	6900	Walmart Community		-101.96	-9,877.66
Bill Pmt -Check	10/03/2019	6903	John W. Hock Com...		-3,628.30	-13,505.96
Bill Pmt -Check	10/03/2019	6905	Rays Tire & Srvc Ctr...		-2,019.71	-15,525.67
Bill Pmt -Check	10/03/2019	6901	Adapco, Inc.		-1,977.11	-17,502.78
Bill Pmt -Check	10/03/2019	6904	L.V. Hiers, Inc.		-495.00	-17,997.78
Bill Pmt -Check	10/03/2019	6906	St. Johns County Uti...		-407.44	-18,405.22
Bill Pmt -Check	10/03/2019	6902	COPYFAX		-152.15	-18,557.37
Total Checks and Payments					-18,557.37	-18,557.37
Total New Transactions					-18,557.37	-18,557.37
Ending Balance					-571,701.72	461,733.50

1:48 PM

10/01/19

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
**115 · SBA, Period Ending 09/30/2019**

---

	<u>Sep 30, 19</u>
Beginning Balance	5,843,755.79
Cleared Transactions	
Deposits and Credits - 1 item	<u>11,084.08</u>
Total Cleared Transactions	<u>11,084.08</u>
Cleared Balance	<u><b>5,854,839.87</b></u>
Register Balance as of 09/30/2019	5,854,839.87
Ending Balance	5,854,839.87

1:48 PM

10/01/19

**Anastasia Mosquito Control District**  
**Reconciliation Detail**  
**115 · SBA, Period Ending 09/30/2019**

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						5,843,755.79
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	09/30/2019			X	11,084.08	11,084.08
<b>Total Deposits and Credits</b>					11,084.08	11,084.08
<b>Total Cleared Transactions</b>					11,084.08	11,084.08
<b>Cleared Balance</b>					11,084.08	5,854,839.87
<b>Register Balance as of 09/30/2019</b>					11,084.08	5,854,839.87
<b>Ending Balance</b>					<u>11,084.08</u>	<u>5,854,839.87</u>



**State Board of Administration  
Local Government Surplus Funds Trust Fund  
Participant Statement**

**AGENCY ACCOUNT 101071**  
09/01/2019 - 09/30/2019

ANASTASIA MOSQUITO CONTROL DIS  
OF ST JOHNS COUNTY  
120 EOC DRIVE  
ST. AUGUSTINE, FL 32092

Participant Return 09/30/2019 : 2.31 %

<u>Date</u>	<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
09/01/2019	BEGINNING BALANCE			5,843,755.79
09/30/2019	EARNED INCOME	INTEREST	11,084.08	5,854,839.87
	Totals:		11,084.08	5,854,839.87



**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**CHEMICAL & FUEL INVENTORY**  
 MONTH OF AUGUST 2019

**DISTRICT TOTALS**

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER/ (UNDER)
ALTOSID WSP EA.	9,533.00				9,533.00	1839.00	7,694.00	7,694.00	0.00
ALTOSID XR LBS.	631.00				631.00	27.00	604.00	604.00	0.00
ALTOSID XRG LBS.	2,035.00				2,035.00	305.00	1,730.00	1,730.00	0.00
AQUABAC XT GALS.	161.27				161.27	50.20	111.07	111.75	0.68
AQUALUER 20-20 GALS.	388.40				388.40	56.41	331.99	328.50	-3.49
B. t. i. DUNKS (Doughnuts) EA.	2,060.00				2,060.00	170.00	1,890.00	1,890.00	0.00
COCO BEAR GALS.	161.24				161.24	5.18	156.06	156.13	0.07
DUET GALS.	228.25				228.25	19.81	208.44	209.43	0.99
MOSQUITOMIST TWO GALS.	437.00				437.00	96.50	340.50	336.50	-4.00
NALED GALS.	749.00				749.00	0.00	749.00	749.00	0.00
NATULAR DT EA.	10,317.00				10,317.00	0.00	10,317.00	10,317.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	2,210.00				2,210.00	490.00	1,720.00	1,720.00	0.00
TALSTAR P GALS.	9.50	40.00			49.50	6.85	42.65	42.68	0.03
VECTOBAC 12AS GALS.	300.00				300.00	0.00	300.00	300.00	0.00
GASOLINE GALS.	1,382.00	2,984.00			4,366.00	2,562.67	1,803.33	1,738.00	-65.33
JET A GALS.	3,348.00				3,348.00	50.82	3,297.18	3,312.00	14.82
<b>TOTALS</b>	<b>33,994.66</b>	<b>3024.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,018.66</b>	<b>5679.44</b>	<b>31,339.22</b>	<b>31,282.99</b>	<b>-56.23</b>

PREPARED BY: [Signature] wears  
 REVIEWED BY: [Signature]  
 REVIEWED BY: [Signature]

DATE: 9/17/19  
 DATE: 10/01/19  
 DATE: 10/1/19

<b>BASE=</b>	31,282.99
Total	31,282.99

**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**CHEMICAL & FUEL INVENTORY**  
**VALUE**  
**MONTH OF AUGUST 2019**

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP EA.	7,694.00	\$0.8100	\$6,232.14	6/22/17	UNIVAR
ALTOSID XR LBS.	604.00	\$3.42	\$2,065.50	4/26/19	UNIVAR
ALTOSID XRG LBS.	1,730.00	\$8.7500	\$15,137.50	7/31/19	UNIVAR
AQUABAC XT GALS.	111.75	\$32.5000	\$3,631.88	9/24/18	ADAPCO
AQUALUER 20-20 GALS.	328.50	\$118.0000	\$38,763.00	7/18/18	ALLPRO
B. t. i. DUNKS (Doughnuts) EA.	1,890.00	\$0.8550	\$1,615.95	4/30/19	ADAPCO
COCO BEAR GALS.	156.13	\$20.4800	\$3,197.54	7/16/18	CLARKE
DUET GALS.	209.43	\$197.9900	\$41,465.05	7/11/18	CLARKE
MOSQUITOMIST TWO GALS.	336.50	\$68.2800	\$22,976.22	8/13/18	CLARKE
NALED GALS.	749.00	\$211.8400	\$158,668.16	6/18/18	ADAPCO
NATULAR DT EA.	10,317.00	\$0.4168	\$4,300.13	9/9/16	CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	1,720.00	\$6.9000	\$11,868.00	6/28/19	ALLPRO
TALSTAR P GALS.	42.68	\$57.8273	\$2,468.07	8/9/19	UNIVAR
VECTOBAC 12AS GALS.	300.00	\$32.5000	\$9,750.00	6/26/19	ADAPCO
GASOLINE GALS.	1,738.00	\$2.3146	\$4,022.77	8/7/19	L. V. HIERS
JET A GALS.	3,312.00	\$2.6051	\$8,628.09	5/20/19	Avfuel
<b>TOTAL</b>	<b>31,282.99</b>	<b>\$949.64</b>	<b>\$342,892.59</b>		

PREPARED BY: [Signature] *Wend* DATE: 9/17/19

COST FIGURES REVIEWED BY: [Signature] DATE: 10/01/19

REVIEWED BY: [Signature] DATE: 10/01/19





# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092  
Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)

## BOARD OF COMMISSIONERS

Gary Howell, Chairperson  
Jeanne Moeller, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Don Girvan, Commissioner  
Trish Becker, Commissioner



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, September 12, 2019

Thursday, September 26, 2019 – 5:30 PM ~ Final Public Hearing  
Thursday, October 10, 2019 at 5:00 PM ~ Regular Meeting

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 12, 2019, at 5:00 P.M.

Board members in attendance:

Mr. Gary Howell, Chairperson  
Mrs. Jeanne Moeller, Vice-Chairperson  
Mrs. Gina LeBlanc, Secretary/Treasurer  
Mr. Don Girvan, Commissioner  
Mrs. Trish Becker, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director  
Mr. John Wallace, Attorney, Lewis Longman and Walker ~  
*(Standing in for Mr. Wayne Flowers who is out of town)*  
Dr. Karl Malamud-Roam, Vector Control Consultants

Chairperson Howell called the meeting to order.

Commissioner Howell led the invocation and the Pledge of Allegiance to the flag.

**ROLL CALL:** Chairperson Howell noted ~ All were present

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~ None

**APPROVAL OF AGENDA:** Chairperson Howell called for approval of the Agenda.

**A. A motion was made to approve the Agenda as presented.**

- Motioned by: Commissioner Becker
- Seconded by: Commissioner LeBlanc
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**APPROVAL OF CONSENT AGENDA: Chairperson Howell called for approval of the Consent Agenda.**

**A. A motion was made to approve the Consent Agenda as presented.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Girvan
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Consent Items ~ APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, August 7, 2019 at 4:00 PM
5. No November 14, 2019 Board Meeting (due to preparations for FMCA Annual Meeting and OPEN HOUSE (Nov. 17-20, 2019)
6. Cintas Uniform Contract Renewal
7. Tank Guard Liability Insurance Renewal
8. Board Members and Dr. Xue to attend WHO Vector Control Group Meeting, Geneva, November 11-13, 2019
9. Budget Amendments ~ \$51,129.97 from Receipts to Expenditures

**UNFINISHED BUSINESS:**

**Item 1: Approval of Fleet/Liability and Workers Compensation Insurance Renewals ~ Mr. Matt Baker, Thompson Baker Insurance Company**

- Mr. Baker gave a handout of two pages that reflected a change since the proposal in the Board book; Page 9: which showed coverage of the hanger at \$1.1 million, once it was completed (after the Board Books went out) the corrected number then became \$1.5 million; Page 16: the price increase was due to more infrastructure and more vehicles. He answered commissioners' questions about the hurricane deductible versus the flat rate deductibles, as well as government actions and also recommended to the Board that they look at electing the 2 year rate guarantee because of property exposure.

***This meeting was stopped at this time, at precisely 5:30 P.M., to hold the First Public Hearing which was advertised for 5:30 P.M.***

***At 5:32 P.M. this meeting was brought back to order to resume.***

- Mr. Baker stated he nothing further to add.
  - A. **A motion was made to approve the proposal for the Fleet, Liability, and Workers Compensation Insurance package from the Thompson Baker Agency for \$129,129 for FY 19/20.**
    - Motioned by: Commissioner Moeller
    - Seconded by: Commissioner LeBlanc
    - VOTE: Accepted unanimously by all commissioners
    - **MOTION PASSED UNANIMOUSLY**

**B. A motion was made to accept the proposal as presented, accepting the offer of the 24 month rate guarantee for the Fleet, Liability, and Workers Compensation Insurance package from the Thompson Baker Agency for FY 19/20.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Girvan
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Item 2: Updated and Divided Commissioner's Handbook Revision to Commissioner's Policy Manual and Commissioner's Reference Book ~ Dr. Rui-De Xue and AMCD Board of Commissioners**

- Dr. Xue stated, at Commissioner Moeller's suggestion, updates were made to the Commissioners Handbook. Staff separated the Handbook into two manuals, the Commissioners Handbook which holds the Commissioners' policies' and the Reference Manual that holds information only items.
- Commissioner Moeller stated she would like everything put back into one manual, but with tabs after the Policy section for the Reference manual, the attachments and the job descriptions. She also noted that the Mosquito Control Districts directories need updated with current information, addresses and phone numbers.

**A. A motion was made to approve the Commissioner's Handbook, with suggested changes.**

- Motioned by: Commissioner Moeller

Commissioner Howell stated he would like to wait until it is completed and have this brought back to the Board when it is completed

- **Commissioner Moeller withdrew her motion**
- **There was a consensus of the Board that directed Ms. Hall to make the suggested changes and bring this back to the Board when it is completed.**

**B. A motion was made to move the Organizational Chart and Molecular Biologist Job Description, from Unfinished Business #2 to Unfinished Business #3.**

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Moeller
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Item 3: Revised Probationary Period Policy and Full Benefits Policies to begin on date of hire (includes Insurances, as well as Sick and Annual Leave) ~ Dr. Rui-De Xue**

- Dr. Xue stated the updated Organizational chart and Job description is needed because we are doing more applied research and receiving more grant money. The Commissioners stated it is unnecessary to have additional extensions if we have a one year probation, some did not want a full year probation, they didn't vote on interns receiving annual leave or holidays, and contract positions needs a policy to clarify those positions. There was also discussion on the information giving full time employees benefits from date of hire and it was noted that come January 1<sup>st</sup> that can be part of the package when we renew the health insurance, but if we go to Blue Cross now, we need to petition for it and it isn't guaranteed we could get it this late in the year.

- **There was a consensus of the Board of Commissioners for staff to bring this back to the Board in December with the health insurance renewal for coverage that begins**

January 1, 2020, to have benefits begin from date of hire. Also, Scott Hanna is to petition through our agent, Don Lohr, to see if it's possible to do this before then.

- A. **A motion was made to approve the revised Organizational Chart and the Molecular Biologist job description as presented.**
  - Motioned by: Commissioner Becker
  - Seconded by: Commissioner Moeller
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**
- **There was a consensus of the Board of Commissioners to table the items for “full benefits from date of hire” and the “1 year probation period”.**

## **NEW BUSINESS**

### **Item 1: Discussion and Approval for Proposal for GLP Consulting to Certify AMCD Lab and Facilities ~ Dr. Rui-De Xue, Director and Dr. Karl Malamud-Roam**

- Mr. Karl Malamud-Roam, Vector Control Consultants, stated we have a great lab but it needs work to become GLP certified. He outlined what it takes to be GLP certified: 1) GLP equals a Quality Management system for product testing and evaluation labs & global standard data quality for chemical product safety and efficacy; 2) Adopting GLP will give us better Vector Control tools, efficacy, data and becoming an accredited contract testing lab; 3) the meaning of GLP for AMCD is, EPA would recognize us as a GLP compliant testing facility and we could certify GLP studies and the ability to charge more for testing and evaluation; 4) GLP is right because it would enhance existing surveillance and research and would allow higher quality testing and evaluation; 5) to be certified we would need documentation of procedures, validation of equipment and procedures, and improved monitoring and record keeping; 6) the Proposed action plan is to focus on training, improve archives and validation timeline for 18-24 months. This will bring in more dollars to the AMCD and increase our reputation. The cost would be \$45-50 thousand dollars over two years.

#### **A. A motion was made to approve GLP Vector Control Consultants to certify AMCD as a GLP Facility.**

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Moeller
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

#### **B. A motion was made to approve the initial contract proposal for \$10,000 for GLP Vector Control Consultants as recommended.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner LeBlanc
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

#### **C. A motion was made to authorize Commissioner Howell to execute a contract with GLP Vector Consulting Services.**

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Becker
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Item 2: Open House for FMCA Participants (Nov. 17, 2019 from 2 to 5 PM) ~ Dr. Rui-De Xue**

- Dr. Xue recommended AMCD host an Open House for FMCA participants and to have it on Sunday, November 17, 2019 from 2:00 PM to 5:00 PM. He stated there would be approximately 80-100 people to attend and he requested \$600.00 to provide finger food and beverages.
  - A. **A motion was made to approve AMCD to have an Open House for FMCA participants on Sunday, February 17, 2019 from 2 to 5 P.M. and approve \$600 for food and beverages.**
    - Motioned by: Commissioner Becker
    - Seconded by: Commissioner Moeller
    - VOTE: Accepted unanimously by all commissioners
    - **MOTION PASSED UNANIMOUSLY**

**Item 3: Approval for Commissioner Becker to speak on behalf of AMCD Board to ask St. Johns County BOCC for a Proclamation for AMCD Mosquito Day, December 8, 2019 ~ Commissioner Trish Becker**

- Commissioner Becker gave the Board a handout that outlined her proposal to the St. Johns County Board of County Commissioners for them to do a proclamation for a Mosquito Control Awareness Day, December 8, 2019. She stated she needs to submit it to them no less than one month prior to when it is needed. She also requested the attorney look it over to clean up the wording. It was suggested to have it approved by the St. Johns County Board of County Commissioners by their last meeting in November.
  - **There was a consensus of the Board to have the attorney and Commissioner Becker work on cleaning up the Document for her to present it for approval to the St. Johns County Board of County Commissioners and for the Proclamation to be done by their last November Board meeting.**

**Item 4: Hurricane Dorian Response Report ~ Mrs. Kay Gaines and Mr. Richard Weaver**

- Mr. Weaver and Mrs. Gaines gave a report on the Hurricane Dorian Response: Aug. 28<sup>th</sup>, the EOC asked them to attend a meeting as the hurricane was expected to come up the coast of Florida, affecting both Flagler and St. Johns County. The Disaster Preparedness Manual was reviewed with employees, vehicles were gassed up and checked for flashlights; Guana contacted AMCD to ask to allow their vehicles and equipment to be stored here and they did do so on Friday, Aug. 30<sup>th</sup>. At the Search and Rescue meeting, AMCD was asked to provide use of our airboat and one of our airboat operators, Mr. Morgan Duett, to help them, along with some of our vehicles; there were updates 3 times every day; Mrs. Gaines and Mr. Weaver, attended the meetings at various times each day, along with Mr. Edward Zeszutko and Mr. Morgan Duett at some of the meetings, then on Tuesday, Sept. 3<sup>rd</sup>, Search and Rescue requested bunking at our facility, this also included the National Guard, Sheriff's office and Station 4 Fire Personnel. They also used our helipad on Thursday to take people up to do assessment on any damage; everyone was impressed with our facility and staff; they thanked us for the use of everything. Mr. Weaver also worked with the construction crew who were able to get the generator commissioned. The St. Johns County Sheriff's office stored their big boat in the hangar. Thursday, Sept. 5<sup>th</sup> AMCD remained closed but Mr. Weaver, Mrs. Gaines, Mr. Hanna, Ms. Hall and Dr. Xue, all came in to complete payroll and Board Books. Full staff returned to work on Friday, Sept. 6, 2019. Dr. Xue presented a certificate to Mr. Weaver and Ms. Gaines at Commissioner Moeller's suggestion.
  - **THERE WAS NO MOTION ON THIS ITEM**

**REPORTS:**

- 1. **Director** ~ Dr. Xue; there was not much rain with Hurricane Dorian, 1-2" inland and coastal flooding, there was a salt marsh mosquito outbreak which is being taken care of. There were 8 sentinel chickens positive for EEE and 19 positive for WNV. The last building will be finished by the end of this month, we hired an aircraft mechanic, and pilot Mr. Card started in-house inspections and should be completed in approximately one week.
- 2. **Attorney** ~ Mr. Wallace; No report

**COMMISSIONER COMMENTS:**

**Commissioner Becker** ~ each year there are more hurricanes and they are becoming more dangerous, we get more flooding and more mosquitoes and we have a great team to work on this; thanked everyone for all they do.

**Commissioner LeBlanc** ~ appreciates the staff who are working hard and thanked them for all they do.

**Commissioner Moeller** ~ because of the GLP certification, two commissioners' Mrs. Moeller and Mr. Howell will not attend the WHO meeting in Switzerland in November and will wait and talk to the people later in the year. The New Vector museum was approved in the budget and she would like to get the bid process started after the Final Public hearing, which is September 26, 2019 or have Harrell Construction do it, if that can be done. Thanked the staff for all their hard work.

**Commissioner Girvan** ~ is proud of all the growth we have made and staff are doing a good job and proud of the progress, appreciates working with the Board.

**Commissioner Howell** ~ announced the final public hearing will be on September 26, 2019 at 5:30 P.M.; stated that when you have good people that support you, you are proud to work here; really enjoy working with people that appreciate us and appreciates all the hard work and dedication.

**ATTACHMENTS: ~**

- 1. *None*

**ADJOURNMENT:**

Chairperson Howell adjourned the meeting at 7:45 P.M.

**ATTEST**

\_\_\_\_\_  
**Chairperson, Commissioner Gary Howell**

\_\_\_\_\_  
**Secretary/Treasurer, Commissioner Gina LeBlanc**

*These minutes are not intended to be a verbatim transcript of this meeting and could easily be misinterpreted by a reader who was not present. To obtain a full and accurate record of the meeting, an individual should view/listen to the entire proceedings via the District's DVD visual/recording system.*





# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092  
Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)

## BOARD OF COMMISSIONERS

Gary Howell, Chairperson  
Jeanne Moeller, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Don Girvan, Commissioner  
Trish Becker, Commissioner



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, September 12, 2019

Next Meeting(s):  
Final Public Hearing, Thursday, September 26, 2019 – 5:30 PM  
Regular Meeting, Thursday, October 10, 2018 – 5:00 PM

## MINUTES

The **First Public Hearing** Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 12, 2019, at 5:30 PM.

Board members in attendance:

Mr. Gary Howell, Chairperson  
Mrs. Jeanne Moeller, Vice-Chairperson  
Mrs. Gina LeBlanc, Secretary/Treasurer  
Mr. Don Girvan, Commissioner  
Mrs. Trish Becker, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director  
Mr. John Wallace, Lewis, Longman and Walker (*standing in for Mr. Wayne E. Flowers, Attorney, - out of town on business*)

Chairperson Howell called the meeting to order.

Roll Call: Roll Call was done at the beginning of the Regular meeting which began at 5:00 PM and will resume after this First Public Hearing meeting.

## BUSINESS:

### Item 1: PUBLIC COMMENT ON TENTATIVE MILLAGE RATE and BUDGET FY19/20

**PUBLIC COMMENT:** There were no comments from the public.

- **THERE WAS NO MOTION ON THIS ITEM**

**Item 2: BOARD DISCUSSION ON TENTATIVE MILLAGE and BUDGET FY19/20**

➤ The commissioners had no comments and went right into the motion and vote.

**A. A motion was made to approve the Tentative Millage rate at 0.2100 for FY19/20 as presented.**

- Motioned by: Commissioner Moeller
- Motion Seconded by: Commissioner LeBlanc
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**ADJOURNMENT:**

Chairperson Howell adjourned this meeting at 5:32 P.M.

**ATTEST**

\_\_\_\_\_  
**Chairperson, Commissioner Gary Howell**

\_\_\_\_\_  
**Secretary/Treasurer, Commissioner Gina LeBlanc**

*These minutes are not intended to be a verbatim transcript of this meeting and could easily be misinterpreted by a reader who was not present. To obtain a full and accurate record of the meeting, an individual should view/listen to the entire proceedings via the District's DVD visual/recording system.*



# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092  
Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)

## BOARD OF COMMISSIONERS

Gary Howell, Chairperson  
Jeanne Moeller, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Don Girvan, Commissioner  
Trish Becker, Commissioner



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, September 26, 2019

Next Meeting(s): Thursday, October 10, 2019 – 5:00 PM

## MINUTES

The Final Public Hearing meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 26, 2019 at 5:30 P.M.

### Board members in attendance:

Mr. Gary Howell, Chairperson  
Mrs. Jeanne Moeller, Vice-Chairperson  
Mrs. Gina LeBlanc, Secretary/Treasurer  
Mr. Don Girvan, Commissioner  
Mrs. Trish Becker, Commissioner

### Also in attendance:

Dr. Rui-De Xue, Director  
Mr. Wayne E. Flowers, Attorney (*attended the meeting by phone*)

Chairperson Howell called the meeting to order.

Commissioner Howell led the invocation and the Pledge of Allegiance to the flag.

Roll Call: Chairperson Howell noted ~ All were present and that the attorney was attending via telephone.

### PUBLIC COMMENT:

There were no other public comments. Therefore, the Public Comment portion of the meeting was closed at this time.

### BUSINESS:

#### Item 1: APPROVAL OF RESOLUTION 2019-01 and FINAL MILLAGE RATE at 0.2100 for FY19/20

- Commissioner Howell read the full 2019-01 Resolution. Commissioner Moeller made note that we lowered the millage from 0.2200 to 0.2100 which is a savings to the tax payers of approximately \$358,000.

**A. A motion was made to approve and adopt Resolution 2019-01 and the final Millage rate at 0.2100 for FY19/20 as presented.**

- Motioned by: Commissioner Girvan
- Motion Seconded by: Commissioner LeBlanc
- VOTE accepted by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Item 2: APPROVAL OF RESOLUTION 2019-02 and CERTIFIED BUDGET for FY19/20**

*(Deadline September 30, 2019)*

- Commissioner Howell read the full 2019-02 Resolution. Commissioners' applauded the staff, accountant and Director on working on the budget.

**A. A motion was made to approve and adopt Resolution 2019-02 and the Certified Budget for FY19/20 as presented.**

- Motioned by: Commissioner LeBlanc
- Motion Seconded by: Commissioner Girvan
- VOTE accepted by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**BOARD COMMENTS:**

- **Commissioner Howell:** tonight's meeting went well and appreciates the commissioners working together to pass the two resolutions; appreciates the employees and thanked everyone including the tax payers; it's wonderful to have an AMCD appreciation day and thanked Commissioner Becker for implementing that.
- **Commissioner Becker:** worked with the attorney and has a final draft of the proclamation she is presenting to St. Johns County for an AMCD Appreciation Day and will notify all with the date; wants the education committee to partner with the county libraries; mentioned love bugs, other insects and mosquitoes being brought in by the hurricanes; it's important to fund counties that aren't Special Districts; be sure to vaccinate horses for EEE.
- **Commissioner Girvan:** made note of the several human deaths in various states from EEE and that we need to keep a strong eye on things here in St. Johns County and the annual inspection was completed on the helicopter and this is a great step forward, the second inspection will be done in the off season.
- **Commissioner Moeller:** thanked the staff for their hard work on the budget and noted she went with Dr. Xue and Commissioner Howell to Puerto Rico for the annual SOVE meeting and they experienced their first earthquake while they were there. Also applauded Commissioner Becker on the proclamation she handed out to present to St. Johns County.
- **Commissioner LeBlanc:** thanked staff for the hard work they did on the budget and for all they do in general.

Mr. Howell stated the Proclamation that the attorney and Commissioner Becker drew up needed to be approved as the final proclamation.

**A. A motion was made to approve the issuance of the AMCD Appreciation Day Proclamation as presented and to contact the St. Johns County Commission.**

- Motioned by: Commissioner Girvan
- Motion Seconded by: Commissioner Moeller
- VOTE accepted by all commissioners
- **MOTION PASSED UNANIMOUSLY**

- **Director, Dr. Xue:** Ms. Gaines flew with the pilot to do a surveillance inspection and only one hot spot area had water, it is very dry out there. We will prepare next Wednesday to do granular larviciding.

**ADJOURNMENT:**

Chairperson Howell adjourned the meeting at 5:59 P.M.

**ATTEST**

\_\_\_\_\_  
**Chairperson, Commissioner Gary Howell**

\_\_\_\_\_  
**Secretary/Treasurer, Commissioner Gina LeBlanc**

*These minutes are not intended to be a verbatim transcript of this meeting and could easily be misinterpreted by a reader who was not present. To obtain a full and accurate record of the meeting, an individual should view/listen to the entire proceedings via the District's DVD visual/recording system.*



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Gina LeBlanc, Secretary/Treasurer  
Don Girvan, Commissioner  
Trish Becker, Commissioner



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 10, 2019

RE: AMCA Annual Meeting, Portland, OR, March 16-20, 2020 and FMCA Dodd Short Courses Courses, Gainesville, FL, February 3-7, 2020.

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The AMCA annual meeting will be held in Portland, OR, March 16-20, 2020. Commissioner Moeller and Commissioner Howell plan to attend the AMCA annual meeting, as well as, the Commissioner and Trustees meeting. The Cost for the travel will be approximately 1,600 each.

The Dodd Short Courses will be held in Gainesville, Florida from February 3-7, 2020, where the Commissioners Caucus will be one day, Tuesday, February 4, 2020. The registration fees, mileage, one night hotel rooms and per diems will be approximately \$500 each for a total cost of \$2,500 for five commissioners.

Based on the District's policy and the Commissioner's Handbook procedures; travel by Board members needs to be approved at a Board meeting. Therefore, I propose the Board approve the two (2) Commissioners to join the AMCA meeting and all five (5) Commissioners to attend the Dodd Short Courses Commissioner's Caucus, based on each members' schedules and availability.





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Gina LeBlanc, Secretary/Treasurer

Don Girvan, Commissioner

Trish Becker, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 10, 2019

RE: Commissioner Girvan to visit MosquitoMate in Lexington, KY in October -November 2019

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Commissioner Girvan requests visiting MosquitoMate in Lexington, KY with Dr. Xue for further collaboration sometime in October-November, 2019. The cost will be approximately \$600 per person, including airline tickets, 2 days hotel rooms, and per diems.



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Trish Becker, Commissioner



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 10, 2019

RE: Change Accountant title to Chief Financial Officer (CFO)

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Based on Commissioner and Financial Committee Chairperson, Don Girvan's request, I would like to propose changing Mr. Scott Hanna's job title from Accountant to Chief Financial Officer (CFO), to be effective January 1, 2020.



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Don Girvan, Commissioner

Trish Becker, Commissioner



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 10, 2019

RE: Winter Work Hours

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In a continuing effort to save money for the District and the employees, we will continue, as we have done since November 2009, go to a 10 hour/4 day work week, beginning Monday, November 4, 2019 and ending Thursday, April 30, 2020. The hours of work will be from 6:30 A.M. through 4:30 P.M. for operational personnel and from 7:00 A.M. through 5:00 P.M. for administrative staff, Monday through Thursday each week.

We will again shut down the District buildings for two weeks during the Christmas and New Year's holidays. This will include 50 hours of Holiday leave (two Days for the Christmas Holiday, two days for the New Year Holiday, one of two days of the Thanksgiving Holiday which falls on a Friday (we will not observe since we do not work on Fridays due to the 10 hour / 4 day work weeks), 15 hours of Administrative leave and 15 hours of Annual leave (or 8 Hours Personal Leave and 2 Hours Annual Leave). We will begin the Holiday shut down the week of Monday, December 23, 2019 through Friday, January 3, 2020 and will return to work on Monday, January 6, 2020.

During the two week shut down, personnel will check the telephones, and enter all service requests that come in. We will call personnel in to take care of services as needed.

Based on an analysis done of prior years of doing this, we have saved money for the District and the employees.

I again recommend approval of the 10 hour / 4 day work week as presented.

Thank you.



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Don Girvan, Commissioner  
Trish Becker, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 10, 2019

RE: Christmas Bonus Checks

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Based on the experience over the last several years, I would like to ask the Board to approve to give twenty six (26) full time employees, five (5) Board members, our one (1) attorney, and one (1) intern a holiday bonus check, at \$100 per person, for appreciation and thanks for their hard work and contributions in the past year and for making St. Johns County free of locally-acquired mosquito-borne diseases for the past fourteen years. This would be a total of \$3,300.

Thank you.





DIVISION OF AGRICULTURAL  
ENVIRONMENTAL SERVICES  
(850) 617-7900



THE CONNER BUILDING  
3125 CONNER BOULEVARD  
TALLAHASSEE, FLORIDA 32399-1650

**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
COMMISSIONER NICOLE "NIKKI" FRIED

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September 19, 2019

Dr. Rui-de Xue, Director  
Anastasia Mosquito Control  
120 EOC Drive  
St. Augustine, Florida 32092

Dear Dr. Xue:

Enclosed are two copies each of the Mosquito Control Memorandum of Understanding number 26411 and one Program Information Verification Form (PIVF). Please sign both copies of the contract, retain a copy for your records, and return the other signed original and PIVF to the address below:

Stephanie Young, Government Analyst I  
Division of Agricultural Environmental Services  
Florida Department of Agriculture and Consumer Services  
3125 Conner Boulevard, Suite E  
Tallahassee, Florida 32399-1650

Sincerely,

Stephanie Young  
Government Analyst I  
(850) 617-7911

[MosquitoControlReports@FreshFromFlorida.com](mailto:MosquitoControlReports@FreshFromFlorida.com)

Enclosures



**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
COMMISSIONER NICOLE "NIKKI" FRIED

**FY 2019-2020 Program Information Verification**

(Please print legible or type information on this form)

Program Name	
Type of Program (Independent, Dependent, BOCC, Health Dept, etc.)	
Aerial Program (Y/N)	
Sentinel Chicken Program (Y/N)	
Mailing Address	
Telephone	
Fax Number	
Program Website	
Program Email Address	
FEID Number (Funded Programs Only)	
Director	
Director's Public Health License Number	
Director's Public Health License Expiration Number	
Director's Email Address	
Director's Cell Phone Number	
Signature Designation Resolution from Board (Y/N) (attach a copy)	
Name of Chair of the Board	

<b>Approved to Submit Reports</b>			
<b>REPORT</b>	<b>NAME</b>	<b>EMAIL</b>	<b>TELEPHONE</b>
Detailed Work Plan Budget			
Operational Work Plan			
Annual Certified Budget			
Monthly Financial Reports			
Arthropod Control Budget Amendments			
Monthly Chemical Activity Reports			

Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Florida Department of Agriculture and Consumer Services

COMMISSIONER  
NICOLE "NIKKI" FRIED**MOSQUITO CONTROL MEMORANDUM OF UNDERSTANDING**

This AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, the DEPARTMENT, and Anastasia Mosquito Control, the DISTRICT.

TERM PERIOD: October 1, 2019 to September 30, 2020

The DISTRICT agrees to comply with the requirements of Chapter 388, Florida Statutes, Section 215.97, Florida Statutes, and Rule Chapter 5E-13, Florida Administrative Code to conduct arthropod/mosquito control.

The DISTRICT shall:

- A. Submit two originals of the DISTRICT'S operational work plan on form "Operational Work Plan for Mosquito Control" (FDACS-13666, Rev. 07/13) and detailed work plan on the form "Detailed Work Plan Budget - Arthropod Control" (FDACS-13623, Rev. 07/13) no later than **July 15, 2020** as part of the application/re-application process for state aid and/or state approved status for Fiscal Year 2020 - 2021.
- B. Submit two originals of the DISTRICT'S certified budget on the form "Annual Certified Budget for Arthropod Control", (FDACS-13617, Rev. 07/13) by **September 30, 2020**. Any remaining state or local funds budgeted for the control of mosquitoes in previous fiscal years shall be re-budgeted for such control measures for the upcoming fiscal year. If any changes are made to the Annual Certified Budget for Arthropod Control (FDACS-13617, Rev. 07/13), a budget amendment on the form "Arthropod Control Budget Amendment" (FDACS-13613, Rev. 07/13) must be submitted to the DEPARTMENT for approval.
- C. If the DISTRICT has state funds, they shall submit a monthly financial report to the DEPARTMENT on the form "Mosquito Control Monthly Report" for State Funds (FDACS-13650, Rev. 07/13) no later than thirty days after the end of each month (October through August reports) until all state funds are expended. September financial reports shall be submitted to the DEPARTMENT no later than sixty days after the close of each fiscal year. Supporting documentation (i.e. receipts, travel vouchers, meeting agendas, invoices, etc.) with date specified for costs incurred shall be submitted for all state funds expended.

- D. Submit a monthly financial report to the DEPARTMENT on the form "Mosquito Control Monthly Report" for Local Funds (FDACS-13663, Rev. 07/13) no later than thirty days after the end of each month (October through August reports). September financial reports shall be submitted to the DEPARTMENT no later than sixty days after the close of each fiscal year.
- E. Submit a monthly pesticide activity report to the DEPARTMENT on the form "Mosquito Control Monthly Activity Report" (FDACS-13652, Rev. 07/13) no later than thirty days after the end of each month (October through August reports). September financial reports shall be submitted to the DEPARTMENT no later than sixty days after the close of each fiscal year.

The designated contact for the DEPARTMENT is Stephanie Young, Division of Agricultural Environmental Services, 3125 Conner Blvd, Suite E, Tallahassee, Florida 32399-1650, office number (850) 617-7911, email address [Stephanie.Young@FreshFromFlorida.com](mailto:Stephanie.Young@FreshFromFlorida.com).

The designated contact for the DISTRICT is Dr. Rui-De Xue, Director, and is located at Anastasia Mosquito Control District, 120 EOC Drive, Saint Augustine, Florida 32092.

Signed by parties to this agreement:

FLORIDA DEPARTMENT OF  
AGRICULTURE AND CONSUMER  
SERVICES

DISTRICT

Signature



Signature

Director of Administration

Title

Title

Date

9/17/19

Date



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Don Girvan, Commissioner  
Trish Becker, Commissioner*



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 10, 2019

RE: Policy Revisions Proposal

---

I would like to request changing all new employee's 6 month probation to a 1 year probation, to be effective January 1, 2020. This will give enough time for them to experience both our slow and our busy seasons and allow the new employees to figure out whether this kind of job is really what they want to do. This will also show us their accomplishments and achievements and allow the supervisor to have a whole year's experience with the new employee so they can give a reasonable performance evaluation.

I would like to recommend that the Board approve full time intern students who hold a public health pesticide application license, to receive holiday pay and accrue annual leave, the same way our seasonal employees do, during the time they work at the AMCD.

I would like to recommend giving health insurance benefits to all newly hired full time employees from the 1<sup>st</sup> date of hire, where the District will pay 50% of a District HSA fund to the new full time employees from the first date of hire and pay the additional 50% of a District HSA fund after 6 months of employment. The policy will be effective January 1, 2020.

I would also like to recommend changing the computation for leaves of absence to a fiscal year (rather than calendar year), as all other items at the District are done on a fiscal year basis.

After the Board approves the policy revisions, we will update the Policy Manuals.





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Don Girvan, Commissioner  
Trish Becker, Commissioner*

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director and Kay Gaines, Operations Manager

CC: Charolette M. Hall, Administrative Assistant

DATE: October 2, 2019

RE: Physical Inventory Report FY 18/19

---

The Operations Manager, Data Manager, and Assistant Supervisor did a physical count of AMCD's property inventory, which was completed September 26 2019.

The following are our findings:

- Items to be added - 6
- Changes/Property Transfers - 26
- Salvaged/ Sold Removed - 10
- Missing items – None
- Consume - None

Sincerely,

Kay Gaines

**SALVAGE PROCESS OVERVIEW SUMMARY: Based on AMCD policy established on September 9, 2004 which is in accordance with F.S. 388.323 and F.S. 274.05**

1. "Serviceable Equipment no longer needed by the Board shall be first offered to any or all other counties or districts engaged in arthropod control at a price established by the board of commissioners owning the equipment." F.S. 388.323 (exception to F.S. 274.05)
2. Mosquito Control Districts- All in the state are notified and have first option to bid.
3. Governmental Units or Private Nonprofit agencies- Are given second tier, right to bid.
4. If no other county, district, governmental unit or private nonprofit agency has the need for the equipment, alternate procedure under F.S. 274.06 should be followed.
5. Alternate procedure under F.S. 274.06- **"Having consideration for the best interests of the county or district..."(this phrasing most likely input as a deterrent to eliminate self dealing)**, any obsolete or inefficient equipment may be offered to any person for value, to any government unit for no value, or if determined to have **no commercial value**, may be **donated, destroyed or abandoned**.

**\* The following pages exemplify AMCD's proper implementation of this process.**

# PHYSICAL INVENTORY 18/19

## ADD ITEMS TO ASSEST KEEPER

### AMCD \$1000 AND ABOVE SEPTEMBER 2019

PROPERTY #	ITEM
1503	Twister Lx Dyna Fog
1523 - B	Adulticide Unit - Truck 1494

### AMCD OVER \$500 AND UNDER \$999 SEPTEMBER 2019

PROPERTY #	ITEM
1568	Swing Fogger Truck Mount Thermal Fogger
1571	Espon DC-21 Document Camera - Edu Office
1623	T1150 Series Battery Charger
1600	Apple Ipad Mini - Pilot

### AMCD UNDER \$500 SEPTEMBER 2019

PROPERTY #	ITEM
	None

SIGNATURE

\_\_\_\_\_  
Kay Gaines

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Richard Weaver

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Dena Autry

\_\_\_\_\_  
DATE

**PHYSICAL INVENTORY 18/19**  
**CHANGES/TRANSFERS TO BE DONE IN ASSEST KEEPER**

**AMCD \$1000 AND ABOVE SEPTEMBER 2019**

PROP #	ITEM
	Waveworks R&L Desks to Match Maint. Desk - Change discription to Aviation Desks
	Database Mobisoft Maintenance - Reclass
	Maintenance Database Maintenance and 2 tablets - Reclass and take off 2 tablet they have property numbers
	Benchmaster single on 30P 24x96 & 24 X 48, 20 ea. - Change to Benchmaster 30L & 20S Tables (Green House)
	Helicopter SUPL. TI1000 GPU -24 - Add Property # 1622
	ADSB Helicopter Flight Alitmeter - Change to Radar Alitmeter w/install
993-B	Larviciding Unit - Truck #1462 - Change Truck #1462 to Stock
1016-B	1016-B Larvicide Unit Truck #1204 - Change Truck #1204 to Truck #1134
1017	1017 Fog Unit on Truck #1342 - Change Truck #1342 to Stock
1143	1143 Larvicide Unit, Stock - Change Stock to Truck #1550
1204	2004 1/2 ton 4x4 Chevy, Truck - Conch Truck - Add Surplus 19-20
1331	Generator - Add Surplus 19-20
1348	Monitor IV w/MFC pump Truck #1342 - ChangeTruck #1342 to truck #1550
1354	Monitor 4 w/ MFC pump truck #1340 - Change Truck to Stock
1362	Employee Lockers - Add to Suprlus 19-20
1370	Ultra Sonic Weather Station Stock - Add Surplus 19-20
1371	Ultra Sonic Weather Station Stock - Add Surplus 19-20
1374	Monitor 4 w/ MFC pump truck stock - Change Stock to Truck #1343
1381	Fog Unit Truck #1340 - Change Truck #1340 to stock
1384	Adulticiding monitor 4 Truck #1264 moved to truck #1546
1386	Adulticiding monitor 4 stock - Change Stock to truck #1544
1388	Adulticidng monitor 4, Stock - Change Stock to Truck # 1484
1389	Aldulticiding monitor 4, Stock - Change Stock to truck #1548
1397	Thermal Fogger - Add Parts Room
1413	Thermal Fogger American Longray - Add Parts Room
1415	Thermal Fogger American Longray - Add Parts Room
1430	Dell Optiplex 9010 Computer Data Mngr. - Chande Data Mngr to Bld 400
1433	Electric Backpack Fogger Stock - add Surplus 19/20
1439	Xerox Copy machine, copy room - Add Surplus 19/20
1441	Scottsman Icemachine "Prodigy" - Add Surplus19/20
1442	Scottsman Icemachine "Prodigy" - Add Bld 100
1465	Thermal Fogger American Longray - Add Parts Room
1468	Dell Computer Desktop Edu Specialist,- Change Edu Specialist to AV Computer
1474	Dell Optiplex 9020 Accountant - Change Accountant to bld 900 Mechanic
1526	Humidifier, Insectary 1 - Add Insectary 2 1526-B
1531	Optiplex 5050, Bio-Tech - Change Bio-Tech to Bld 800
1532	Optiplex 5050 Desktop Supervisor - Change Supervisor to Field Biologist
1587	Optiplex 5050 SFF - Add EDU Spc. Building 100
1588	Optiplex 5050 SFF - Add Ast. Supervisor Building 100
1589	Optiplex 5050 SFF - Add IT Tech Building 100
1590	Optiplex 5050 SFF - Add Pilot Building 900
1591	Ootiplex 5050 SFF - Add Bs. Manager Building 100
1607	Free Flight Ranger FAA Mandate Complinant - Reclass and Remove Property # 1607
1620	Ricoh Im C4500 Color copier - Add building 100
1621	CAT c9 240 KW Diesel Genertaor - Add building 800

PHYSICAL INVENTORY 18/19

CHANGES/TRANSFERS TO BE DONE IN ASSEST KEEPER

AMCD OVER \$500 UNDER \$999 SEPTEMBER 2019

PROP #	ITEM
959	Combo Larvicide/Water Tank -Stock - Change stock to truck #1544
1239	Larviciding Unit - Truck # 1264 - Change Truck #1264 to Truck #1546
1300	Larvicide Unit Homeade truck 1342 - Change Truck #1342 to truck #1462
1305	Larvicide Unit - Homemade - TRK#1173 - Change TRK#1173 to Stock
1313	Larvicide unit in trk #1134 - Change Truck #1134 to Stock
1344	Senheiser microphone Lapel EW-322G2 - Add AV room
1359	Safety Cabinet wall mount/ YW - Add Bld 900 tool room
1361	Storage Cabinet Eagle 12 gallon vehicle bay - Change vehicle bay to Bld 800
1390	Dell Optiplex 790 computer bioassay lab - ADD to surplus 19/20
1392	Dell Optiplex computer Bio lab - Change Bio Lab to Tax Lab
1404	Thermal Fogger TS35AE Longray Pulse Jet - Add Parts Room
1407	Dell Optiplex 790 Desktop Misc office move - Change Misc office to Bld 800
1437	Dell Optiplex 7010 Desktop computer AV room - Change AV Room to Bioassay Lab
1477	Dell Optiplex 7020 Visiting Scientist - Change Visiting Scientist to Bld 800
1497	Brichmeier Backpack Sprayer - Add Parts Room
1541	Thermal Fogger TS-35AE - Add Parts Room

AMCD UNDER \$500 SEPTEMBER 2019

426	Leveling Rod W/Target - Add Surplus 19/20
1330	Larvicide unit Truck 1340 - Change Truck#1340 to Truck #1548
1495	Birchmeier Backpack Sprayer - ADD surplus 19/20
1556	London Fog Adulticide Unit, SN#10495 - Add TRK#1546
1558	London Fog Adulticide Unit, SN#10349 - Add to TRK#1548
1559	London Fog Adulticide Unit, SN#10941 - Add TRK#1544
1561	Monitor IV, SN 10738 - Add to Truck #1550
1565	Barrier Machine Truck #1134 - ADD Surplus 19/20
1584	Monitor IV, SN 6093 - Add Stock
1560	Monitor IV, SN 11151 - Change discription to London Fog Unit ULV

SIGNATURE

Kay Gaines \_\_\_\_\_ DATE

Richard Weaver \_\_\_\_\_ DATE

Dena Autry \_\_\_\_\_ DATE

**PHYSICAL INVENTORY 18/19**

**ITEM TO BE REMOVED FROM ASSET KEEPER**

**AMCD \$1000 AND ABOVE SEPTEMBER 2019**

PROP #	ITEM	REASON
	Centerifug-Surplus 13/14 - Remove from Asset Keeper - Surplus 13/14	Disposed
	MFC Pump - Stock B - Remove from assest Keeper - Surplus 17-18	Disposed
	MFC Pump - Stock A - Remove fromm assest Keeper - Surplus 17-18	Disposed
	1264-B Transmission Truck 1264 - Remove from assest Keeper - Surplus 16-17	Disposed
	Manager Plus Maintence Software	Intered Twice
1423	K800 Fuel Control System Surplused 16/17	Disposed

**AMCD OVER \$500 AND UNDER \$999 SEPTEMBER 2019**

PROP #	ITEM	REASON
	L shaped desk	Disposed
	2 Draw letter file cabinet	Disposed

**AMCD UNDER \$500 SEPTEMBER 2019**

841	Alunimum Tool Box Trk#1205-Surplus 17/18	Disposed
964T	Hauling Trailer for Kawasaki ATV	Disposed

SIGNATURE

\_\_\_\_\_  
 Kay Gaines DATE

\_\_\_\_\_  
 Richard Weaver DATE

\_\_\_\_\_  
 Dena Autry DATE

PHYSICAL INVENTORY 18/19

MISSING ITEMS THAT WERE TAKEN OFF OF ASSEST KEEPER

AMCD SEPTEMBER 2019

PROPERTY #	ITEM	Comments
	None	

SIGNATURE

Kay Gaines \_\_\_\_\_ DATE

Richard Weaver \_\_\_\_\_ DATE

Dena Autry \_\_\_\_\_ DATE



# PHYSICAL INVENTORY 18/19

## CONSUMED ITEMS

AMCD SEPTEMBER 2019

PROP #	ITEM	CONSUMED ITEMS
	None	

SIGNATURE

---

Kay Gaines

DATE

---

Richard Weaver

DATE

---

Dena Autry

DATE



# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amedsjc.org](http://www.amedsjc.org)

## 2019 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
Jeanne Moeller, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Don Girvan, Commissioner  
Trish Becker, Commissioner

**TO:** The Board of Commissioners

**FROM:** Scott Hanna, CPA

**CC:** Dr. Rui-de Xue

**DATE:** October 10, 2019

**RE:** 4th Quarter Budget Analysis

The **Scope of the 4<sup>th</sup> Quarter Budget analysis** is to provide an **Un-Audited**, preliminary, tentative, estimated Summary of the District's Financial Activities for the year end September 30, 2019.

This Report is intended for Internal Budgeting Purposes, only, and no external reliance is meant to be placed on it. This is merely useful for internal illustration, discussion, planning.

This report has been submitted earlier, than usual. The timing has eliminated the traditional one month, Post Year-End Close Out Process, which generally includes, posting year-end accrued expenditures (typically work completed before year end, 9/30/19, but billed and paid up to one month later). Because of this, certain **Estimates** have been **used to reduce the variance in the final outcome as presented**. This earlier submission is an attempt to provide more relevant, timely data as we commence into the new Fiscal Year. The Official, Final numbers will change and be reported in my compilation of the **Certified Annual Report (CAFR)**, several months from now. This is the report in which the **Auditor asserts an opinion** on.

**Significant Highlights** of the District's Consolidated Financial Statements, **Y/E 2019** Statements are narrated below:

**1) Revenue Budget Increases, Fiscal Year 18/19:**

\*\*Revenue Accounts from the original Budget were Amended, ratably throughout the year per DACS rules at 100%, totaling, \$386,407. Typically, *Accounting Conservatism* warrants an understatement of Revenues for Budgeting purposes, where a reasonable degree of uncertainty exists. Ad Valorem (above the 95% TRIM threshold), Grant Money, Interest returns, and collection of Prior Year taxes, fall into that category.

	2018/2019 Original BUDGET REVENUES	2018/2019 Δ Amended throughout Yr. REVENUES	Cummulative Changes Δ Budget Incr. REVENUES
Ad Valorem	\$ 5,456,434	\$ 5,539,962	\$ 83,528
Grants	\$ 25,000	176,437	\$ 151,437
Interest	\$ 15,000	129,288	\$ 114,288
Misc. Rev.	\$ 13,067	42,421	\$ 29,354
Prior Yr. Taxes	\$ -	7,800	\$ 7,800
	<b>\$ 5,509,501</b>	<b>\$ 5,895,908</b>	<b>\$ 386,407</b>

Matching Expenditures were Increased by \$386,407 as well to balance the Budget. They were matched as closely to relevant program categories as possible (i.e. Grant Revenue increased the relevant program expenses for items, such as Personnel, Benefits, Entomology Supplies, etc.). The benefited outcome was not having to rely on Contingency Funds for current year Budget Amendments.

## II) Expenditures to Budget Variances, highlights, Fiscal Year 18/19:

- 1) **Line 360- Taxes** (1.6% over budget) – 101.5% was collected of the 95% **budgeted** (max allowed per conservatism as mandated in **Trim Budgeting** process), yielding an **additional \$80,918**. This means we actually collected **96.4%** (101.5% x 95%) of the **Taxes Levied**.
- 2) **Line 386- Interest Earned** (8.6% over budget) – Significantly on the rise, and \$61,312 above last year, an all-time 10 year high of **\$140,372** return on SBA investment was collected for the year. The market returns on the District's invested, long-term returns, averaged 2.4% annualized.
- 3) **Line 388- Prior Year Tax Distribution** (25.6% over budget) – Unanticipated revenues from prior years from the Tax Collector from foreclosures, and previously uncollected debts, yielded a total of **\$9,794**.
- 4) **Line 390- Grants** (2.8 % over Amended budget) – Significantly on the rise, and \$61,764 above last year, is the increasing amount of **Grant money** received/ recognized, which was **\$181,437 used for Applied Research**. This affected the budget by amending some expenditures, ratably as the money became available for programs that the money affected: Operations, Personnel, Personnel Benefits (workers comp included), chemicals, utilities and training.
- 5) **Line 392- Miscellaneous** (3.1% over budget) – Amended ratably as collected per DACS at 100%, totaling, **\$43,751**. Major portions Included Workshops **\$7,152**, Dormitory Rents, **\$6,079**, FEMA State Funds portion(Hurricane Irma), **\$17,973** and Surplus Sales, **\$12,422**.
- 6) **Line 461- Operating Expenses** (49.9% of Budgeted) – Retention of under-expended funds totaled **\$230,593**, where Highlights include:

- a. Aerial Ops- No aerial spraying was necessary for the year. Total under-expended retention was in the amount of **\$200,000**.
  - b. Attorney Fees – Lack of significant additional legal advising, beyond the monthly retainer, resulted in a retention of **\$9,000**.
  - c. Uniform Services- **\$3,887**
  - d. Cleaning Services- **\$4,000**, Staff cooperation on this, and Seasonal Employee yielded the retention.
- 7) **Line 667 Public Promotional Expense** (35.5% of Budgeted) – Small gap in Education Specialist position, and acclimation of the new staff member, relative to purchasing, led to retention of **\$9,678** in funds.
- 8) **Line 741 Chemicals/ Solvents** (21.5% of Budgeted) – Lower Chemical purchase necessitated due to drier year, than previous and shift in momentum of Aerial Program, led to an unexpended retention of **\$354,003**.
- 9) **Line 900 Capital Outlay** (82.3% of Budgeted) - Under-expended funds amounted to approximately, **\$471,190**. A major contributor was **\$340,000** retention, relative to the Facility expansion. This was due to not being able to precisely determine at the initial **18/19 Budget** passage as to where the Facility contractor was going to be \$\$ wise at the cut-off, of prior year end, **September 30, 2018**. On a positive note, the facility costs which crossed a few Fiscal Years appears to be finalizing at the original contracted price. Additionally, certain Helicopter expenditures crossed a few Fiscal Years, due to the learning curve and substantial personnel changes, resulting in additional unexpended, retainage of **\$70,622**. Additionally, Vehicle savings due to prudent spending, amounted to **\$31,392**.

Thank You

**Anastasia Mosquito Control District  
Financial Statements  
<UnAudited>  
October 2018 through September 2019**

	Tentatively Stated Actual Oct '18 - Sep 19	Budget	\$ Over/ (under) Budget	% of Budget
<b>Income</b>		**		
360 · Taxes	\$ 5,537,352	\$ 5,456,434	\$ 80,918	101.5%
386 · Interest Earned	140,372	129,288	11,084	108.6%
388 · Prior Year Tax Distribution	9,794	7,799	1,995	125.6%
390 · Grants	181,437	176,437	5,000	102.8%
392 · Miscellaneous	43,751	42,421	1,330	103.1%
<b>Total Income</b>	<b>\$ 5,912,705.65</b>	<b>\$ 5,812,379</b>	<b>\$ 100,327</b>	<b>101.7%</b>
<b>Expenditures</b>				
405 · Personal Services	1,471,511	1,687,138	(215,627)	87.2%
445 · Personal Service Benefits	693,339	792,869	(99,530)	87.4%
461 · Operating Expenses	283,739	510,289	(226,550)	55.6%
572 · Travel & Per Diem	39,241	38,346	895	102.3%
580 · Telephone/Commun	18,218	25,904	(7,686)	70.3%
582 · Freight Service	2,982	2,500	482	119.3%
584 · Utility Service	30,721	33,000	(2,279)	93.1%
586 · Rentals\Leases	4,585	7,000	(2,415)	65.5%
588 · Fleet/Prop/Liab Insurance	100,516	100,472	44	100.0%
605 · Repairs & Maintenance	80,236	136,000	(55,764)	59.0%
663 · Printing/ Reproduction	-	1,000	(1,000)	0.0%
667 · Public Promotional Expense	5,322	15,000	(9,678)	35.5%
673 · Other Current Charges	4,605	6,325	(1,720)	72.8%
693 · Office Supplies	23,136	23,000	136	100.6%
696 · Protective Clothing	515	1,500	(985)	34.3%
698 · Misc. Supplies	58,372	76,600	(18,228)	76.2%
708 · Tools/Implements	4,925	14,505	(9,580)	34.0%
709 · Publications & Dues	10,692	15,885	(5,193)	67.3%
720 · Training	41,681	41,304	377	100.9%
723 · Gas, Oil & Lube	60,098	91,600	(31,502)	65.6%
741 · Chemicals/Solvents	97,114	451,117	(354,003)	21.5%
900 · Capital Outlay	2,191,935	2,663,125	(471,190)	82.3%
<b>Total Expenditures</b>	<b>5,223,483</b>	<b>6,734,480</b>	<b>(1,510,997)</b>	<b>77.6%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 689,223</b>	<b>\$ (922,101)</b>	<b>\$ 1,611,324</b>	<b>-74.7%</b>

**\*\*NOTE: Original Budgeted Amount of Taxes is reflected in this report, \$5,456,434 to contrast Original vs. Actual Tax Collections. See: Narrative for more Detail.**

# **UNFINISHED BUSINESS**

## **#1**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

DISTRICT DIRECTOR

Dr. Rui-de Xue

BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
Jeanne Moeller, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Don Girvan, Commissioner  
Trish Becker, Commissioner



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 10, 2019

RE: Update on Construction Project Report

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Mr. Bill Youker, Vice-President with the Harrell Construction Company, Inc. will give an updated report on the 8 Acre South Parcel and Research Property Construction project progress.



**UNFINISHED  
BUSINESS**

**#2**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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## MEMO

DISTRICT DIRECTOR

*Dr. Rui-de Xue*

BOARD OF COMMISSIONERS:

*Gary Howell, Chairperson  
Jeanne Moeller, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Don Girvan, Commissioner  
Trish Becker, Commissioner*



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 10, 2019

RE: Discussion and Input on Disease Vector Education Center

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Last October the Board approved the concept to build a Disease Vector Museum and the Director appointed the committee several months ago. Several committee members from outside of the AMCD suggested changing the Museum to an Education Center, which included our current complex. The Board approved the Disease Vector Education Center budget at \$500,000 in September, 2019. Recently, we received the estimated costs for the Education Center building: 4,000 SF at \$582,184 and 6,000 SF at \$843,297. At this time, I would like to hear from all Board members about your requirements and input about the project. We will then have the Education Committee, Planning Committee, Disease Vector Education Center Committee, and Financial Committee meetings in the next few months to collect ideas and develop the plan and will then bring it back to the Board for further discussion and approval.

We hope, the new Disease Vector Education Center building will have an AMCD history section, vector-borne disease section, mosquito specimens, life cycle and breeding habitants section, ticks and other vector specimens, and importance of medical and veterinary section, past, current, and future control and management section, including tools, equipment, and technology, urban pest section, including bed bugs, fire ants, cockroaches, fleas, lice, honey bees, butterflies, children's activity room, including hands-on and related videos and movies, and a class room for students testing BTi larvicides, fish, and other items.

We plan to complete this project, including the building and inside display within 2 years.

**NEW  
BUSINESS  
#1**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## 2019 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Gary Howell, Chairperson  
Jeanne Moeller, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Don Girvan, Commissioner  
Trish Becker, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director and Richard Weaver, Business Manager

CC: Charolette M. Hall, Administrative Assistant

DATE: October 10, 2019

RE: AMCD Disease Vector Education Center and Museum

---

A Request for Proposal (RFP) to hire a design build contractor to develop a site plan design, develop a building plan design and construct the site work based on the design plans to be developed. The RFP requests that a contractor develop a site plan design, based on the RFP specifications and staff input, then develop a building design including interior and museum display areas based on the RFP specifications, staff input, and committee input, then after the finish design is approved by staff, construct the site work. RFP ranking is based on design and engineering costs for site plan and building design and construction costs for the site work, as well as the contractor's abilities to complete the work.

After the site plan design and the building design (blueprints) have been developed and delivered to AMCD staff (current RFP), AMCD staff will then develop a bid request for construction of the building based on the approved building design (blueprints). The entire design and build process for the AMCD Disease Vector Education Center and Museum will take place in a minimum of two phases over the course of two budget years.

Staff recommends that the Board approve the RFP document as presented.

All proposals will be brought before the Board of Commissioners at the December 12, 2019 Board meeting for approval or denial.

## RANKING FORM RFP 19/20-1-1 (Tab 11)

Firm Name \_\_\_\_\_ Date \_\_\_\_\_

**Design and Engineering Costs**  
**Site Plan**

Cost per hour \$ \_\_\_\_\_

Total job hours \_\_\_\_\_

Total cost \$ \_\_\_\_\_ (points price)

Award points on a scale of 1 to 20 with 20 points awarded to the lowest price

Points awarded \_\_\_\_\_

**Design and Engineering Costs**  
**Building and Interior**

Cost per hour \$ \_\_\_\_\_

Total job hours \_\_\_\_\_

Total cost \$ \_\_\_\_\_ (points price)

Award points on a scale of 1 to 20 with 20 points awarded to the lowest price

Points awarded \_\_\_\_\_

**Construction Costs**  
**Site and building**

A

Site plan construction cost \$ \_\_\_\_\_

B

General Conditions total cost \$ \_\_\_\_\_

C

Other construction costs \$ \_\_\_\_\_

Site Plan and building total cost (lines A, B, C) \$ \_\_\_\_\_ (points price)

Award points on a scale of 1 to 20 with 20 points awarded to the lowest price

Points awarded \_\_\_\_\_

**Project Cost**

**Total RFP Contract Cost \$ \_\_\_\_\_**

**Additional Cost Information**

Alternate cost (if any) \$ \_\_\_\_\_ (cost increases or decrease)

Estimated Sales Tax savings \$ \_\_\_\_\_ (cost reduction)

## Experience of Firm/Firms (Tab's 1, 2, 3, 4, 8, 9 and 10)

**INTRODUCTION/COVER LETTER:** You should provide no more than a 2 page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, but at the least, this section should include the name, address, telephone number, fax number and e-mail address of one contact to whom any correspondence should be directed.

**BUSINESS ORGANIZATION:** In this section, you should describe your business organization and who will serve as major participants and their respective roles.

Organization. State full name, address, telephone / fax number and web address of the proposing firm.

Indicate whether those in the proposing group will operate as a sole proprietorship, individual, partnership, or corporation, and the state of its incorporation or license to operate.

As applicable, provide the name of the branch office or other subordinate element that will perform or assist in performing the services described herein.

Major participants. Interested parties may use joint venture partners or sub-consultants. If you plan to use this approach, provide the following in list form on a summary page (specific information about each partner or sub-consultant should be provided in the appendix, if desired).

A list of major participants, especially consultants, and complete addresses, and their role.

Should any of the participants include a Minority Business Enterprise (MBE), this should be noted.

Specific role in the project of each participant noted above.

Estimated percentages of participation of each participant noted above.

Confirmation of acceptance. By written confirmation, please note the following acceptance within the proposal (a signed statement will be sufficient).

Your firm/organization/joint venture consents that proposals will not be accepted from any company, firm, person, or party, parent or subsidiary, against which the District has an outstanding claim, or a financial dispute relating to prior contract performance with the District. Any time the District discovers such a dispute during any point of evaluation, the proposal will not be considered further.

Through a statement of disclosure, your firm/organization/joint venture will provide sufficient detail of any relationship, especially financial, between members of your firm and any District Board members, employees or their family members. This will allow the District to evaluate possible conflicts of interest. However, it will remain at the District discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.

Your firm/organization/joint venture consents that its proposal will remain valid for a period of not less than sixty (60) days from the due date of the proposal and not less

**FIRM EXPERIENCE / CAPABILITY:** In this section, proponents will provide a list of their firm's work on projects the same as this one or similar to this one. The information will be presented at least in summary form and than can be followed as appropriate by a narrative.

Same projects. On the first page(s) of this section, the following will be provided in summary form as a list for the same type projects, either completed or substantially completed by the firm.

**NOTE:** This should also be completed for each major joint venture partner or sub-consultant in the proponent's group

Name, location and description of project(s).

Date of project / completion date.

Describe the company's involvement in the project.

Value in dollars.

Size and scope of project.

Name of client's project manager and telephone number.

Name of architect of record and project architect and their role in this project.

Similar projects. To provide additional information, proponents can provide information on their work on projects related to this one (i.e. similar in design, construction or project approach), either completed or substantially completed.

**PROJECT TEAM:** This section will present those within your proposal who will deal directly on a day-to-day basis with this project.

Organizational chart. Provide an organization chart which gives a visual delineation of the organizational structure, and in particular, who will be interacting on a day-to-day basis between those on the design team and the District, especially the architect of record or the project architect (if different). A narrative of personnel and responsibilities can be included, as you deem appropriate. Within your organization chart, please note participation of any Minority Business Enterprise (MBE) or employees.

Summary of key personnel. On the first page(s) of this subsection, please provide a summary in list fashion of key personnel within the project team, their role in the project and a brief summary of their prior experience. This should be followed by a resume of each key staff person who will participate in the project, including key and relevant experience in similar projects.

Architect / project manager. Indicate who the assigned architect / project manager will be, the person's experience and background. The project manager's resume should be included and cover in detail their experience with similar projects

**FINANCIAL STRENGTH:** This section should provide information demonstrating that the firm is financially sound and possesses sufficient financial resources to accomplish the project.

**REFERENCES:** References (at least three) including contact, relationship, address and phone number. Note: the District reserves the right to contact any previously mentioned client about your performance.

**MISCELLANEOUS:** This section provides an opportunity for you to provide other information that the project team considers relevant. Be specific.

Award points on a scale of 1 to 15 with 15 being the highest

Points awarded \_\_\_\_\_

**Knowledge of Project (Tab 5)**

**DEMONSTRATED UNDERSTANDING OF PROJECT/CLIENT'S GOALS:** In this section, proponents will discuss their understanding of the project and its goals, why they believe their firm/partnership/join venture is the most qualified to undertake the work and how they would approach the project.

Project understanding. Provide a narrative that demonstrates your understanding of the project/strategy and project goals. Methodology. Provide a description or outline of the methodology. This should include how your project team will approach the project and its working relationship with others such as the District.

Be specific about how your project team can translate the methodology you propose to meet program goals, interact with others outside of the project team who will be involved in the project and relevance of your approach to the Districts intent and needs.

Be specific about how your project team will work with the design/build contractor to assure quality performance.

Provide information on any special services or techniques which you will offer which differentiates your proposal from any other.

Award points on a scale of 1 to 10 with 10 being the highest score

Points awarded \_\_\_\_\_

**Length of Time for Completion of Project (Tab 7)**

**SCHEDULE:** Assume all work will proceed in a prompt and orderly manner. The proposal should indicate the expected amount of time to perform the services listed.

Consideration will be given to the firm which can perform the service within the least amount of time. A time line will be provided. Note: The contract will have a clause allowing AMCD to deduct money due from the contract total for contract completion after the contracts scheduled completion date (late). The contract will have a clause allowing AMCD to add money due from the contract total for contract completion before the contracts scheduled completion date (early). Penalties and rewards will be made in the amounts of \$1,000.00 for a full calendar month project is completed behind or ahead of schedule.

Award points on a scale of 1 to 10 with 10 being the highest score

Points awarded \_\_\_\_\_

**Minority Outreach (Tab 6)**

**MINORITY/LOCAL OUTREACH:** Provide information about your past experience in encouraging minority participation and how this experience will provide you with the basis for involving local and minority participation on this project. This might include being a MBE firm or participation of MBE suppliers or vendors.

Award points on a scale of 1 to 5 with 5 being the highest score

Points awarded \_\_\_\_\_

Were there any exceptions to the RFP document? Yes No (if Yes list below)

Total points \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Ranking \_\_\_\_\_

**Committee Members**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

**ANASTASIA MOSQUITO CONTROL DISTRICT  
OF ST. JOHNS COUNTY**

120 EOC DRIVE, ST. AUGUSTINE, FLORIDA 32092  
TELEPHONE: 904-471-3107 FAX: 904-471-3189

**REQUEST FOR PROPOSAL FOR THE SITE PLAN DEVELOPMENT &  
PERMITTING AND BUILDING DESIGN OF THE AMCD EDUCATION CENTER  
AND MUSEUM**

REQUEST FOR PROPOSAL # 19/20-1

RFP SOLICITATION START DATE: 8 A.M. OCTOBER 21, 2019

RFP SOLICITATION END DATE: 4 P.M. NOVEMBER 21, 2019

RFP OPENING BY STAFF DATE: 9 A.M. NOVEMBER 25, 2019

RFP CONSIDERATION: BOARD OF COMMISSIONERS' REGULAR MEETING  
AT 5 P.M. DECEMBER 12, 2019

**SPECIFICATIONS**

**PROJECT NAME:** AMCD Disease Vector Education Center and Museum Phase One.

**PROJECT LOCATION:** 120 EOC Drive, St. Augustine FL 32092.

**LOCATION STATUS:** Property is cleared and fenced. Power, water and sewer are in place adjacent to the proposed building location. All property is zoned for government use.

**SCOPE OF WORK:**

- AMCD is requesting proposals from qualified design/build construction firms to:
  - Develop a site plan (blueprints) for the project including all necessary permitting.
  - Produce a plan/design (blueprints) for one building including interior layout and displays.
  - Perform the site construction and permitting.
- The plans will be approved by the AMCD Director and staff, then required permits will be pulled and the site work will be constructed.
- AMCD will expect the selected firm to meet with the AMCD Director and staff to assure the selected firm completely understands the needs before evolving final design(s)/plan(s).



## **PROJECT DESCRIPTION:**

AMCD is building a 6000 sq. ft., 60' X 100' foot print, single story building that will house an education center and museum. This building will be located at 120 EOC Drive St. Augustine FL 32092 East of building 400 and south of the east parking lot. The design and building of this project will be done in phases. The current RFP, phase one is for the site plan, building plan and construction of the site plan. Building construction, interior design including displays and construction of interior including, but not limited to, walls, ceiling flooring, counters, electric, plumbing, HVAC, data, phone, alarms, keycard and installation of displays will be bid in additional phase(s). The museum will educate the public about disease vectors and vector borne diseases, especially mosquito borne diseases.

## **REQUIREMENTS:**

**Design and building requirements will be broken down into three sections**

### **Site Plan**

- Develop an Engineering Concept Site Plan using the following criteria:
  - Placement of a 6000 sq. ft building east of building 400 and south of the east parking lot.
  - Additional or improved parking as needed.
  - Sidewalks, fencing, access points to the public and non-public areas.
  - Placement of exterior displays.
  - All underground utilities.
  - All above ground utilities.
  - Other appurtenances requested by AMCD during the Concept Plan development.
- Prepare a Construction Plan based on this RFP. Construction Plan will depict limits of land clearing and tree removal, site grading and earthwork, storm water drainage systems, buildings, paving and water and sewer utilities. Plans will describe the construction work including details and specifications in conformance with St. Johns County (SJC) and St. Johns River Water Management District (SJRWMD). It is assumed that utility connections will be made to stub outs provided at the south east corner of building 400. It is anticipated that storm water treatment for the project will be provided by existing retention ponds.
- Site Plan describing site layout, walkways, roadways, building and site improvements.
- Demolition Plan describing items to be removed/retained on the existing site.
- Grading Plan describing site grading details and contours, storm water retention and storm water lines.

- Utility Plan describing water, fire water and domestic sewer requirements, with references to the appropriate SJC standards.
- Construction details as needed to expand on the information in the above plan sets.
- Storm Water Pollution Prevention Plan (SWPPP).
- Minimum landscaping to meet SJC requirements.
- Prepare permit application packages with supporting documents to apply for the following construction permits:
  - SJC Development Review Permit.
  - SJRWMD Environmental Resource Permit.
  - FDEP Permit modification for sanitary Sewer.
  - Any other permits necessary.
- This proposal will include addressing reasonable comments from the permitting agencies in the permitting process.

### **Building Plan/Design**

- 6000 sq. ft 60' X 100' metal building, prefer that the building be "Varco Pruden Building" to match all current buildings on site.
- The building design will be decided during the planning stage dependent on needs.
- The front (north) wall of the building will have a unique design to make it stand out as a disease vector museum. Design will be glass and steel modern. Entry and exit door will consist of two glass store front doors to match existing buildings doors or the modern architecture of the building front design. The front (north) wall of the building will have a lighted or spotlighted sign "Anastasia Mosquito Control District Disease Vector Education Center and Museum".
- Land area between the north east parking lot and new building will have a small plaza area with concrete paved area, landscaping and benches.
- Plaza area and or complex parking entrance will have a small spot lighted sign "Anastasia Mosquito Control District Disease Vector Education Center and Museum"
- Solar power panels on roof top.
- Building will contain two bathrooms to code, store room and two offices.
- Building design would include all interior spaces and all necessary components to include electrical (including solar power), plumbing, HVAC, flooring, ceiling, etc.
- Interior design would include museum displays, display locations, display type and all necessary display components like lighting, data, power etc.
- If company has no museum design experience, they may consider partnering with a design company with this type of experience.
- Building will have fire suppression (sprinkler) system.
- Phone and data from building 100.
- Burglar alarm will be installed in the building. The alarm system will tie into the existing system located in building 100. Key pad locations will be at the front entry door and the rear entry door (2 key pads).

- CCTV that will cover parking lot, entrances and interior. The CCTV will tie into the existing system located in building 100. CCTV will be installed as part of the future interior work.
- Key card scan system to match existing system. Key cards will be required for entry and exit doors. The amount of key card access locations expected are 4 but will depend on outside door layout with a minimum of one at each outside door.
- All lighting will be long life LED lights and light fixtures. Minimum lighting will be installed until interior installation.
- Design and plans for the building will adhere to all applicable laws, rules regulations and codes.
- Any discrepancies or perceived problems found in the RFP's design requirements should be brought to the attention of AMCD in the RFP as a proposed change.
- Door keys for all buildings will conform and work with existing master keys and key locks used at the current facility.
- Building design/plans will be used for interior design bid and interior construction bid.

### **Site Construction**

- Domestic water, fire system water and sanitary sewer utilizing the existing system.
- Provide underground electric service, (single phase 200 A), from the existing power pole and transformer to the new building.
- Construct additions to parking lot as need by code.
- Run fiber optic and or data cable as needed from building 100 for phone, data, burglar and key card system to service to the building.
- Landscaping & Irrigation as needed per code. The design team will work with AMCD maintenance staff during design to develop an easy to maintain design.
- Wall mounted outside LED lights located near entrance doors. Other outside lighting will be used for accents, sign lighting and safety.

### **SCHEDULE OF ALTERNATES**

None.

## **SPECIAL CONDITIONS**

1. The design and construction of this complex is not guaranteed, no RFP may be accepted and the AMCD Board may decide not to move forward. Price, funding, build time and design could be factors in the final decision.
2. Firms will be evaluated initially on the basis of the written proposals. Thus the proposal must be complete, concise and clear as to the intent of the respondent. Further evaluation may include an oral presentation which will be scheduled after receipt of the written proposal.
3. Sales tax savings plan: Bidders price will include all applicable sales tax, AMCD, through the contractor (and sub-contractors), will pay for all substantial materials less the sales tax (AMCD is tax exempt). Contractor will then credit AMCD, using a negative change order, the purchase price and the applicable sales tax. This method will allow AMCD to save approximately 6.5% on the materials used for the building project. The estimated sales tax savings will be listed on the project score sheet by the bidder.
4. AMCD will want to see prices for the design portions, prices for the build portion and the design and build time estimates for the project.
5. Questions concerning the RFP will be made in writing to Richard Weaver [rweaveramcd@bellsouth.net](mailto:rweaveramcd@bellsouth.net). All questions will be answered as an addendum to the RFP. No questions will be accepted after November 15, 2019 and all response addendums will be provided no later than November 19, 2019.

## **CONTRACTOR'S RISK INSURANCE**

The contractor shall provide, at no additional cost to the owner, all insurance required in these documents, including, Builder's Risk Insurance for the total cost of this project.

The contractor shall not commence work under this contract until they have provided certificates to AMCD for amounts of insurance as follows:

1. Public Liability and Property Damage Insurance including Independent Contractor's Liability, Owner's Protection Insurance, Contractual Liability and Completed Operations Insurance as follows:
  - a. One person in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
  - b. Two or more persons in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
  - c. Property Damage in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
2. Automobile Liability Insurance (including coverage for Contractors Automotive equipment; owned, hired and non-owned);
  - a. One Person in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)

- b. Two or More persons in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
- c. Property Damage in any one accident amount, amount – Five Hundred Thousand Dollars (\$500,000.00) with aggregate Property Damage in the amount of amount – Five Hundred Thousand Dollars (\$500,000.00)
3. Workmen's Compensation Insurance – Florida Statutory and any required by Maritime Law.
4. Contractor shall show proof of Professional Liability Coverage (umbrella) in the amount of One Million Dollars (\$1,000,000.00).
5. AMCD shall be shown as co-insured under the above insurance policies.

All insurance shall be maintained in force until completion of the work, and shall include an endorsement requiring ten (10) days prior to written notice the District (AMCD) before any change or cancellation is made effective.

### **BONDS**

The contractor shall provide to the AMCD, a Performance and Payment Bond for the full amount of the contract.

### **SCHEDULING**

The contractor shall coordinate the work schedule and shall be responsible for cooperation between the various trades and utilities involved to assure completion within the contract limits. The contractor shall be responsible for the security of their tools, equipment and materials.

### **PERMITS, CERTIFICATES, LAWS AND ORDINANCES**

The contractor will submit the documents to the Building Department for general building permit review. The contractor shall be responsible for procurement of the General Building permit and all other permits, certificates and licenses required of them by law for the execution of the work, including subcontractor's permits. The contractor shall comply with all the laws, ordinances, rules and regulations including environmental, relating to the performance of the work. All costs relating to these items including but not limited to water and sewer tap fees, meter fees, shall be the responsibility of the AMCD unless specifically noted otherwise.

### **FORMAT AND ORDER OF RESPONSES TO THE RFP**

All proposals will be presented as 8 1/2 X 11 either bound or in notebook. The information will be tabbed according to each requested section.

Please note: Costs will be presented using the ranking form (Ranking Form RFP 19/20-1-1) as tab 11.

- The design (blueprint) cost for the site plan will consist of a per hour cost and a total number of hours allotted for design with a total cost so staff can rank the total cost for the site plan design portion.
- The design (blueprint) cost for the building design will consist of a per hour cost and a total number of hours allotted for design with total cost so staff can rank the total cost for the building design portion.
- The site plan construction cost will consist of:
  - A total cost for the construction of the site portion of the design.
  - General Conditions costs.
  - Other construction costs (if any).
- Costs will include all costs associated with the site plan design, building design and construction of the site portion of the design so that staff can rank the total cost of the project to arrive at a total design and build cost for the projects ranking purposes. Three cost lines, one for the site plan design and one for the building design and one for the construction will be required.
- Any alternates will be priced separately. These alternate prices, if any, will not be used for ranking purposes.
- A ranking form (Ranking Form RFP 19/20-1-1) is provided.

1. **INTRODUCTION/COVER LETTER:** You should provide no more than a 2 page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, but at the least, this section should include the name, address, telephone number, fax number and e-mail address of one contact to whom any correspondence should be directed.

2. **BUSINESS ORGANIZATION:** In this section, you should describe your business organization and who will serve as major participants and their respective roles.

**A. Organization.** State full name, address, telephone / fax number and web address of the proposing firm.

1. Indicate whether those in the proposing group will operate as a sole proprietorship, individual, partnership, or corporation, and the state of its incorporation or license to operate.
2. As applicable, provide the name of the branch office or other subordinate element that will perform or assist in performing the services described herein.

**B. Major participants.** Interested parties may use joint venture partners or sub-consultants. If you plan to use this approach, provide the following in list form on a summary page (specific information about each partner or sub-consultant should be provided in the appendix, if desired).

1. A list of major participants, especially consultants, and complete addresses, and their role.
2. Should any of the participants include a Minority Business Enterprise (MBE), this should be noted.
3. Specific role in the project of each participant noted above.
4. Estimated percentages of participation of each participant noted above.

**C. Confirmation of acceptance.** By written confirmation, please note the following acceptance within the proposal (a signed statement will be sufficient).

1. Your firm/organization/joint venture consents that proposals will not be accepted from any company, firm, person, or party, parent or subsidiary, against which the District has an outstanding claim, or a financial dispute relating to prior contract performance with the District. Any time the District discovers such a dispute during any point of evaluation, the proposal will not be considered further.
2. Through a statement of disclosure, your firm/organization/joint venture will provide sufficient detail of any relationship, especially financial, between members of your firm and any District Board members, employees or their family members. This will allow the District to evaluate possible conflicts of interest. However, it will remain at the District discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.
3. Your firm/organization/joint venture consents that its proposal will remain valid for a period of not less than sixty (60) days from the due date of the proposal and not less than sixty (60) days from notification of progress in each step of evaluation.

3. **FIRM EXPERIENCE / CAPABILITY:** In this section, proponents will provide a list of their firm's work on projects the same as this one or similar to this one. The information will be presented at least in summary form and then can be followed as appropriate by a narrative.

**A. Same-type projects.** On the first page(s) of this section, the following will be provided in summary form as a list for the same type projects, either completed or substantially completed by the firm.

**NOTE:** This should also be completed for each major joint venture partner or sub-consultant in the proponent's group

- Name, location and description of project(s).

- Date of project / completion date.
- Describe the company's involvement in the project.
- Value in dollars.
- Size and scope of project.
- Name of client's project manager and telephone number.
- Name of architect of record and project architect and their role in this project.

**B. Similar projects.** To provide additional information, proponents can provide information on their work on projects related to this one (i.e. similar in design, construction or project approach), either completed or substantially completed.

4. **PROJECT TEAM.** This section will present those within your proposal who will deal directly on a day-to-day basis with this project.

A. **Organizational chart.** Provide an organization chart which gives a visual delineation of the organizational structure, and in particular, who will be interacting on a day-to-day basis between those on the design team and the District, especially the architect of record or the project architect (if different). A narrative of personnel and responsibilities can be included, as you deem appropriate. Within your organization chart, please note participation of any Minority Business Enterprise (MBE) or employees.

B. **Summary of key personnel.** On the first page(s) of this subsection, please provide a summary in list fashion of key personnel within the project team, their role in the project and a brief summary of their prior experience. This should be followed by a resume of each key staff person who will participate in the project, including key and relevant experience in similar projects.

C. **Architect / project manager.** Indicate who the assigned architect / project manager will be, the person's experience and background. The project manager's resume should be included and cover in detail their experience with similar projects

5. **DEMONSTRATED UNDERSTANDING OF PROJECT/CLIENT'S GOALS:** In this section, proponents will discuss their understanding of the project and its goals, why they believe their firm/partnership/join venture is the most qualified to undertake the work and how they would approach the project.

A. **Project understanding.** Provide a narrative that demonstrates your understanding of the project/strategy and project goals.



- B. Methodology.** Provide a description or outline of the methodology. This should include how your project team will approach the project and its working relationship with others such as the District.
1. Be specific about how your project team can translate the methodology you propose to meet program goals, interact with others outside of the project team who will be involved in the project and relevance of your approach to the Districts intent and needs.
  2. Be specific about how your project team will work with the design/build contractor to assure quality performance.
  3. Provide information on any special services or techniques which you will offer which differentiates your proposal from any other.
6. **MINORITY/LOCAL OUTREACH.** Provide information about your past experience in encouraging minority participation and how this experience will provide you with the basis for involving local and minority participation on this project. This might include being a MBE firm or participation of MBE suppliers or vendors.
7. **SCHEDULE.** Assume all work will proceed in a prompt and orderly manner. The proposal should indicate the expected amount of time to perform the services listed. Consideration will be given to the firm which can perform the service within the least amount of time. A time line will be provided. Note: The contract will have a clause allowing AMCD to deduct money due from the contract total for contract completion after the contracts scheduled completion date (late). The contract will have a clause allowing AMCD to add money due from the contract total for contract completion before the contracts scheduled completion date (early). Penalties and rewards will be made in the amounts of \$1,000.00 for a full calendar month project is completed behind or ahead of schedule.
8. **FINANCIAL STRENGTH.** This section should provide information demonstrating that the firm is financially sound and possesses sufficient financial resources to accomplish the project.
9. **REFERENCES.** References (at least three) including contact, relationship, address and phone number. Note: the District reserves the right to contact any previously mentioned client about your performance.
10. **MISCELLANEOUS.** This section provides an opportunity for you to provide other information that the project team considers relevant. Be specific.

11. **APPENDIX.** The appendix may be used to provide additional or detailed information about your firm's project team, experience and background which you wish to have considered.

### **RANKING OF THE RFP**

- All the RFP submittals will be checked to make sure all AMCD policies and procedures were followed and all qualifications were met. All RFP submittals that qualify will then be ranked using a ranking system based on price, knowledge, experience, project completion time and minority outreach described in the Format and Order of Responses to the RFP above. The ranking form is attached to the RFP document (see Attachment RFP19/20-1-1, (ranking form). The top three (3) ranking firms will be recommended by the review committee (AMCD staff) to be presented to the Board of Commissioners.

**The above is in compliance with AMCD policies and procedures for; Request for proposal for the design, engineering and building of the: AMCD Disease Vector Education Center and Museum Phase One.**

### **SITE PLAN DEVELOPMENT & PERMITTING, BUILDING DESIGN, BUILDING PERMITTING & CONSTRUCTION OF THE AMCD DISEASE VECTOR EDUCATION CENTER AND MUSEUM PHASE ONE.**

Request for proposal: For the design and building of the AMCD Vector Disease Education Center and Museum Phase One.

RFP name: SITE PLAN DEVELOPMENT & PERMITTING, BUILDING DESIGN, BUILDING PERMITTING & CONSTRUCTION OF THE AMCD DISEASE VECTOR EDUCATION CENTER AND MUSEUM PHASE ONE.

Opening by staff on: MONDAY, NOVEMBER 25, 2019 9 A.M. at 120 EOC Drive, St. Augustine, Florida 32092

Requests for proposals for the SITE PLAN DEVELOPMENT & PERMITTING, BUILDING DESIGN, BUILDING PERMITTING & CONSTRUCTION OF THE AMCD DISEASE VECTOR EDUCATION CENTER AND MUSEUM PHASE ONE will be considered by the AMCD Board at their meeting on THURSDAY, DECEMBER 12, 2019 5 PM.

AMCD advertised for this project in the St. Augustine Record, Legal Notices, in the October 18, 2019 through October 20, 2019 editions, prior to the December 12, 2019, meeting, and providing "**Reasonable notice**" for advertisement as per Florida Statutes.

### **CONFLICT OF INTREST FORM**

Proposers and any corporate shareholder (if a corporation), its members (if a joint venture) and its partners (if a partnership or limited liability company) shall submit a completed Potential Conflict of Interest form (included in RFP package) and indicate that they are unaware of any actual or potential conflicts of interest or identify and describe, in detail, actual or potential conflicts of interest. For purposes of this certification, the Commission includes, but is not limited to, its commissioners, employees and representatives.

Proposers shall refrain from contracting, either directly or indirectly, staff or District commissioners about the RFP, selection process or anything related thereto.

### **SUBMITTAL PROCEDURE**

A particular procedure for submitting a sealed RFP to Our Board is necessary, following the District's Policies and Procedures.

Assigned RFP Numbers:

RFP numbers will be assigned as: "REQUEST FOR PROPOSALS FY19/20-1, **(your company name)** "SITE PLAN DEVELOPMENT & PERMITTING, BUILDING DESIGN, BUILDING PERMITTING & CONSTRUCTION OF THE AMCD DISEASE VECTOR EDUCATION CENTER AND MUSEUM PHASE ONE".

**Original RFP** shall be submitted **with eight (8) copies for a total of 9,** in a sealed envelope or box, and are to be identified in the **lower, left-hand corner** of the envelope or box with **your assigned RFP number** (see above) and the words, **"SEALED RFP"** (written or typed) directly under the bid number."

Hand delivery, US Postal service, Parcel services (UPS or Fed Express) and couriers are acceptable methods of delivering your RFP.

As per the advertisement, no REQUESTS FOR PROPOSAL will be accepted after 4PM NOVEMBER 21, 2019. Do not be late. You must be in compliance with the above procedure. Proposers seeking clarifications shall direct all communications in writing to Richard Weaver at Anastasia Mosquito Control District, 120 EOC Drive, St. Augustine Florida 32092. Fax 904-471-3189 or e-mail [rweaveramcd@bellsouth.net](mailto:rweaveramcd@bellsouth.net), clarifications or modifications of this RFP document will be by addendum only. Addenda and other documents will be delivered by mail, FAX, e-mail or messenger to RFP document holders of record at the mailing address, FAX number, e-mail address or location provided by RFP document holders. The District may amend the RFP, as it sees fit, at any time, and may cancel the Request for Proposals at anytime.

**The Board may reject any submittals in whole or part with or without cause.**

Dr. Rui-De Xue  
Director

**CONFLICT OF INTREST & CLEAN HANDS DISCLOSURE FORM**

I HEREBY CERTIFY that

1. I (*printed name*) \_\_\_\_\_ am the (*title*) \_\_\_\_\_ and the duly authorized representative of the firm of (*firm name*) \_\_\_\_\_ whose address is \_\_\_\_\_, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,
3. Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Anastasia Mosquito Control District nor has any outstanding past due debt to the Anastasia Mosquito Control District; and
4. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Personally known \_\_\_\_\_

OR Produced identification \_\_\_\_\_ Notary Public-State of \_\_\_\_\_

My Commission expires \_\_\_\_\_

(Type of Identification)

\_\_\_\_\_

(Printed, typed or stamped commissioned name of Notary Public)

**NEW  
BUSINESS  
#2**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: [www.amcdsjc.org](http://www.amcdsjc.org)

## MEMO

DISTRICT DIRECTOR

*Dr. Rui-de Xue*

BOARD OF COMMISSIONERS:

*Gary Howell, Chairperson  
Jeanne Moeller, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Don Girvan, Commissioner  
Trish Becker, Commissioner*



TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: October 10, 2019

RE: Discussion and authority for staff for feasibility study on solar system for AMCD Facilities

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Based on Commissioner Mr. Howell's request, I would like to recommend that the Board motion to authorize staff to conduct a feasibility study on the cost for a solar system for the AMCD facility.

# REPORTS

## Director Report (September 2019)

### Program Management:

1. Customer and professional service: AMCD answered 220 service requesters in September. Dr. Xue reviewed 2 manuscripts for 1 PLoS one (invaded species) and 1 for Parasites and Vectors (ATSB). AMCD collaborated with county EOC and other agencies to support the response for hurricane Dorian in early September.

2. Surveillance: So far, one horse tested positive for WNV and EEE, 8 sentinel chickens tested positive of EEE and 26 for WNV. BG traps collected *Aedes* (1,527) and *Culex* (333) mosquitoes. CDC light traps caught 1,232 mosquitoes, included *Ae. atlanticus* (622). AMCD conducted aerial surveillance for 1 hours on September 25.

3. Operation control: AMCD MCTs did adulticiding for 54 times for 23,692 acres, did barrier treatments for 37 times for 13 acres, and hand spraying for 102 times. Positive larval dips were 305 and treated larvae for 109 times for 871 acres by ground application. Helicopter finished annual inspection and flew for surveillance and ready for larviciding.

4. Applied research: AMCD and Spartan collaboration project about ATSB has been started in the lab. ThermaCell project has been started. Project about new larvicide with the DNW has been scheduled for persistence testing in the laboratory and semi-field. Collaboration projects about keystone virus vector collection and arbovirus mosquito collection have been started. GLP pre-inspection and auditing and training have been conducted in the 2<sup>nd</sup> week of September.

5. Education: All employee training was held on September 11 with 3 visiting scientists presentations. Education Specialist and other staff answered many questions related to mosquito-borne diseases and personal protection after hurricane. Commissioner Howell & Moeller with Dr. Xue attended SOVE annual meeting from 22-25. Staff updated website and face books, and answered many questions about arbovirus & GMO mosquitoes.

### Business Management:

6. Serve to the Board of Commissioners: Staff prepared for September 12 and September 26's 3 Board meetings with documentations.
7. Budget and Auditor: New budget and millage rate have been approved on September 26 and certified budget has been submitted before September 30.
8. Insurance: The fleet insurance and worker comp have been renewed after the Board approval.
9. Contract: Building 500 are waiting for County seal. Database contract has been worked by staff and attorney and wait for Board approve in December. RFP about education center building has been prepared for Board approval.
10. HR. A visiting Scientist from Bangladeshi Dr. M. Miah returned to his home country after 3 months at AMCD study. Dr. SHougang Zhang from Nanjing CDC joined AMCD as a Visiting Scientist for 3 months and continues Dr. Miah's larviciding project. Dr. M. Farooq from Navy



Entomology Center for Excellence in Jacksonville was hired as the full time Field Biologist in middle of September. Mr. Kai Blore passed his 6 month probation as the Biological Tech.

Meeting:

Sept 1. 8am. Attended EOC meeting about hurricane response

Sept 2. 8am. Attended EOC meeting with Mrs. Gaines about update on hurricane.

Sept 3-4. District Close due to hurricane Dorian, but opened to host EOC and other response team.

Sept 5. Worked on Board books and other items. Gaines, Weaver, Hanna, Hall and Xue worked and other employees were off due to hurricane.

Sept 6. All employee backed to work. 10am. Dr. Xue met Commissioner Gina LeBlanc about project agenda and other planning items. Meet Pilot and Mechanic about surveillance after hurricane. Mr. Wynn flew with pilot and Mechanic, Morgan Duett rode airboat and field technicians inspected breeding situation after hurricane.

Sept 9. 8:30am. Met Dr. Karl R. about GILP and attended the GLP training. Commissioner Howell attended the training. 2pm. Attended the FMCA nomination teleconference.

Sept 10. 9am Met Chris Burner about ATSB tube testing. 2pm. Attended the field biologist interview with Dr. M. Farooq.

Sept 11. 8:30am. Met Commissioner Moeller about agenda. 10am. Attended and held 3 Visiting Scientist presentations. 1 pm. Met Commissioner Girvan about projected agenda and other items.

Sept 12. 7am. Attended Kiwanis Club meeting about student of the month. 9:30am. Attended MosquitoMate teleconference meeting. 1pm. Met Dr. Karl R. about GLP, 4pm. Met Commissioner Moeller & Dr. Karl R. about GLP report. 5:00pm. Attended two Board meetings.

Sept 13. 8:30am. Attended Keystone virus vector and DACS grant meeting through phone with UF/EPI. 10am. Attended teleconference with SpringStar about Gates grant application. 2pm. Held staff meeting.

Sept 16. AM. Met UF/Urban Entomologists about non-target project

Sept 17. Attended DACS's FCCMC meeting through phone.

Sept 18. Communication with Commissioner Howell & Commissioner Trish Becker about GMO mosquito news. Field set up about ATSB tubes. 4pm. Teleconference with TV 20 reporter about GMO news

Sept 19. 8am. Field inspection. 1pm. Attended repellent test

Sept 20. Met Commissioner Howell about SOVE meeting travel paper work. 1pm. Attended repellent test

Sept 22. Travel to SOVE meeting from 8am and attended SOVE Board meeting at 4:30pm

Sept 23. Gave a presentation about the Asian SOVE and dengue fever outbreak

Sept 24& 25. Attended SOVE meeting and gave a presentation about SIT and blood feeding, repellency of DEET at the repellent symposium

Sept 26. 4:30pm. Met Commissioner Moeller about the FMCA meeting. 5:30pm. Attended Board meeting for public hearing. 6:30pm. Met Commissioner Gina LeBlanc about education center and planning committee meeting schedule

Sept 27. Implement of the Board meeting decision about tax documentation delivery. Met Commissioner Howell about SOVE meeting travel reimbursement

Sept 30. 1pm. Attended Database teleconference meeting

# Treatment Summary September 2019

From Date : 09-01-2019

To Date : 09-30-2019

Zone : All

Material : All

Task : All

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	2426 ea	7.52 acre	322.68 ea / acre	28 times
Altosid XR	35 ea	0.08 acre	435.54 ea / acre	2 times
Altosid XRG	10 lb	1.67 acre	6 lb / acre	1 times
Aquabac XT	6248 fl oz	781 acre	8 fl oz / acre	64 times
Aqualure 20-20 1:5	3183.5 fl oz	12323.22 acre	0.26 fl oz / acre	22 times
B.t.i. Briquets	70 ea	0.16 acre	435.54 ea / acre	3 times
Cocobear	292 fl oz	0.76 acre	384.02 fl oz / acre	7 times
Duet 50%	2168 fl oz	1380.89 acre	1.57 fl oz / acre	19 times
Mosquitomist Two	6592 fl oz	9987.88 acre	0.66 fl oz / acre	13 times
Sustain MBG	600 lb	80 acre	7.5 lb / acre	4 times
Talstar P	4.48 gal	13.29 acre	0.34 gal / acre	37 times

# Task Time Summary September 2019

From Date : 09-01-2019

To Date : 09-30-2019

Zone : All

Employee Name : All

<b>Task Time Summary</b>			
<b>Task</b>	<b>Total Time</b>	<b>Total Timesheets</b>	<b>Total Time</b>
Administrative	839:29 hrs	248	
Admin Leave	822:15 hrs	110	
Aerial Ground Crew	01:00 hrs	1	
Aerial Maintenance	191:30 hrs	45	
Aerial Survey	03:00 hrs	2	
AM Briefing	65:24 hrs	176	
Annual Leave	121:45 hrs	26	
Assist	101:21 hrs	36	
Building & Grounds Work	211:33 hrs	104	
Chicken Program	150:00 hrs	144	
Computer Repair	86:59 hrs	25	
Daily Paperwork	75:37 hrs	212	
Field Experiment	263:25 hrs	105	
Fish Program	07:20 hrs	9	
Fog Mission Serv Req	03:32 hrs	80	
Ground Adulthood	154:47 hrs	72	
Ground Larvicide	169:54 hrs	109	
Ground Site Inspection	656:07 hrs	510	
Hand Adulthood	68:20 hrs	102	
Holiday	256:00 hrs	32	
Insectary	71:30 hrs	24	
Inventory	58:34 hrs	29	
Lab Experiment	100:45 hrs	43	
Landing Rate	04:07 hrs	37	
Leave Without Pay	37:45 hrs	7	
Mechanics Time	216:35 hrs	55	
Meeting	183:39 hrs	104	
Mosquito Pooling	07:25 hrs	7	
Mosquito Trap BG	17:02 hrs	71	
Mosquito Trap CDC Oc	113:19 hrs	269	
Mosquito Trap ID	25:07 hrs	22	
Mosquito Trap OV	04:56 hrs	50	
Mosquito Traps Misc	60:48 hrs	63	
Produce Papers & Programs	183:15 hrs	78	
Project Research	122:00 hrs	49	
Public Relations	17:00 hrs	11	
Resupplying Trucks	88:51 hrs	127	
Sick Bereavement	04:00 hrs	2	
Sick Leave	88:30 hrs	17	
Source Reduction (tires)	04:45 hrs	2	
Supervisory	54:53 hrs	18	
Training Classroom	74:30 hrs	27	
Travel	34:00 hrs	7	
Trim Trails	05:25 hrs	3	
Vehicle Maintenance	44:01 hrs	62	
XCL Fog min pay 2 hr.	01:30 hrs	1	
			5873:30 hrs

CDC Octenol September 2019				
9/1/2019				
To :				
9/30/2019				
Trap Type :				
CDC Octenol				
Species Name	2019 09			Species Total
	10	17	24	
Ae aegypti	0	0	0	0
Ae albopictus	6	0	1	7
Ae atlanticus	342	246	74	662
Ae canadensis	0	0	0	0
Ae eggs	0	0	0	0
Ae fulvus pallens	0	0	0	0
Ae infirmatus	133	23	3	159
Ae mitchellae	0	0	0	0
Ae signifera	0	0	0	0
Ae sollicitans	1	0	0	1
Ae taeniorhynchus	145	12	7	164
Ae triseriatus	0	0	0	0
Ae vexans	0	0	0	0
An atropos	0	0	0	0
An bradleyi	0	0	0	0
An crucians	111	183	59	353
An perplexens	0	0	0	0
An punctipennis	0	0	0	0
An quadrimaculatus	1	0	3	4
An walkeri	0	0	1	1
Cq perturbans	22	5	6	33
Cs inornata	0	0	0	0
Cs melanura	19	36	32	87
Cx coronator	0	0	0	0
Cx erraticus	51	63	28	142
Cx nigripalpus	10	15	10	35
Cx quinquefasciatus	14	3	6	23
Cx restuans	4	0	4	8
Cx salinarius	3	2	5	10
Cx territans	0	0	0	0
Ma dyari	0	0	2	2
Ma titillans	2	5	0	7
Or signifera	0	0	0	0
Ps ciliata	0	1	0	1
Ps columbiae	253	4	0	257
Ps cyanescens	0	0	0	0
Ps ferox	1	0	0	1
Ps howardii	11	3	0	14
Tx rutilus	0	0	0	0
Ur lowii	9	6	8	23
Ur sapphirina	2	1	5	8
Wy Mitchellii	0	0	0	0
<b>Daily Total</b>	<b>1140</b>	<b>608</b>	<b>254</b>	<b>2002</b>

Malaria vector
WNV/SLE vector
EEE vector
Dengue, yellow fever, chick-v, Zika

<b>BG Trap September 2019</b>				
<b>9/1/2019</b>				
<b>To :</b>				
<b>9/30/2019</b>				
<b>Trap Type :</b>				
<b>BG</b>				
	<b>2019 09</b>			
<b>Species Name</b>	<b>10</b>	<b>17</b>	<b>24</b>	<b>Species Total</b>
Ae aegypti	71	71	83	225
Ae albopictus	59	25	30	114
Ae atlanticus	6	5	2	13
Ae canadensis	0	0	0	0
Ae eggs	0	0	0	0
Ae fulvus pallens	0	0	0	0
Ae infirmatus	5	6	0	11
Ae mitchellae	0	0	0	0
Ae signifera	0	0	0	0
Ae sollicitans	0	0	0	0
Ae taeniorhynchus	1107	107	88	1302
Ae triseriatus	0	0	0	0
Ae vexans	0	0	0	0
An atropos	0	0	0	0
An bradleyi	0	0	0	0
An crucians	24	52	1	77
An perplexens	0	0	0	0
An punctipennis	0	0	0	0
An quadrimaculatus	34	12	2	48
An walkeri	0	0	0	0
Cq perturbans	2	0	0	2
Cs inornata	0	0	0	0
Cs melanura	0	0	0	0
Cx coronator	0	0	7	7
Cx eraticus	28	15	7	50
Cx nigripalpus	57	40	16	113
Cx quinquefasciatus	185	110	38	333
Cx restuans	2	4	0	6
Cx salinarius	0	0	0	0
Cx territans	0	0	0	0
Ma dyari	0	0	0	0
Ma titillans	0	0	1	1
Or signifera	0	0	0	0
Ps cillata	0	0	0	0
Ps columbiae	0	0	0	0
Ps cyanescens	0	0	0	0
Ps ferox	3	0	0	3
Ps howardii	0	0	0	0
Tx rutilus	0	0	1	1
Ur lowii	0	0	0	0
Ur sapphirina	0	0	0	0
Wy Mitchellii	1	1	0	2
<b>Daily Total</b>	<b>1584</b>	<b>448</b>	<b>276</b>	<b>2308</b>

Malaria vector
WNV/SLE vector
EEE vector
Dengue, yellow fever, chick-v, Zika